

## Job Description

**Position:** Finance and Administration Manager, C-Change Jamaica

**Supervisor:** Chief of Party

**Project Summary:** Communication for Change (C-Change) is a social and behavior change communication (SBCC) project funded by the United States Agency for International Development (USAID) Global Health Bureau. C-Change's mandate is to improve the effectiveness and sustainability of communication as an integral part of development efforts across all aspects of health, as well as environmental conservation and civil society strengthening. C-Change works with global, regional, and local partners to use communication to change individual behaviors and social norms, supported by evidence-based strategies, state-of-the-art training and capacity strengthening, and operations and evaluation research. C-Change places special emphasis on building capacity in the South to implement high quality communication activities and on changing social norms through catalyzing "horizontal" communication within communities.

Through bilateral funding from USAID/Jamaica, C-Change will provide SBCC and strategic information capacity strengthening support at local and national levels to the Ministry of Health (MOH) and civil society organizations towards the prevention and mediation of HIV among most-at-risk populations (MARP) with an emphasis on sex workers (SW) and men who have sex with men (MSM) in Jamaica and the Bahamas.

**Position Summary:** The Finance and Administration Manager is responsible for financial management and records in the field. S/he will maintain systems to track project finances in compliance with AED policies. The Finance and Administration Manager will develop activity budgets and prepare monthly reports of the accounts for the COP and AED home office team. S/he will also provide procurement and administrative assistance to the C-Change team and will oversee the day-to-day administration of the office.

### Essential Job Functions:

- Review, process, and reconcile monthly financial imprest reports, which will be tracked in QuickBooks; work with AED Washington office to resolve discrepancies; submit imprest reports to AED Washington in a timely manner.
- Prepare cash projections and wire transfer requests for imprest replenishment and advances to the field office; submit monthly to AED with the imprest.
- Administer all payroll processes to include payment of local staff and payment of all payroll taxes and benefits in accordance with Jamaica's labor laws; maintain and keep up-to-date all local personnel files.
- Implement and negotiate local procurement activities for AED; ensure that all purchases and expenditures are in accordance with USAID, AED, and all in-country regulations. Work with AED home office to ensure compliance with regulations.

- Prepare and administer local purchase order and consultant agreements; ensure that all agreements are in accordance with AED contractual regulations. Work with AED home office to ensure compliance with regulations.
- Monitor remaining time under consultant work orders and remaining obligations under purchase order agreements; maintain and keep current consultant and contractor tracking documents.
- Process expense reports, fee payments, and vendor invoices for payment.
- Provide the COP and the AED team with financial information as required.
- Maintain a current financial filing system to include vendor files and imprest reports.
- Provide administrative assistance to the AED team and oversee the day-to-day administrative management of the office, including procuring equipment and supplies and ensuring compliance with lease terms. Maintain regular inventory of office equipment and oversee inventory reporting to AED Washington.
- Supervise the driver and provide oversight to the vehicle's procurement, registration, maintenance, and insurance.

**Education:** Bachelor's degree in one or more of the following fields: Accounting, Business, Business Administration and Finance. Master's degree preferred.

**Experience:** Five years of relevant experience required.

**Skills:**

- Thorough knowledge of accounts payable processes and generally accepted accounting practices is required. Experience working with international and U.S. Government-funded projects, particularly USAID is preferred.
- Ability to manage the monthly financial cycle from preparation of payment vouchers through reconciliation of the imprest in a timely manner is required.
- Proficiency with computers and computer software and Excel. Quickbooks experience highly desirable;
- Excellent attention to detail; demonstrated experience in providing reliable and accurate financial information.
- Strong organizational skills to include task and time management and ability to multi-task, establish priorities, and meet deadlines.