

**ICAP at Columbia University**

**Job Description**

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| **Job Title:** | **Operations/Finance & Administrative Manager**  |
| **Reports To (Title):** | Regional Director for Finance & Administration National Coordinator  |
| **Location:** | Dushanbe, Tajikistan |
| **Date:** | December 1, 2020 |

**POSITION SUMMARY:**

Operations/Finance & Administrative Manager (O/FAM) will provide day-to day routine operational support and oversight management of all operations of the country office, as well as ensuring that the existing operational practices and procedures are in line with the ICAP, USG/HHS\* finance and administrative requirements, as well as national requirements and laws.

\*United States Department of Health and Human Services

**MAJOR ACCOUNTABILITIES:**

Responsible for overall operations within the country including but not limited to:

* Development and implementation of financial and administrative procedures such as: payroll, bookkeeping, budget and cost control, personnel policies, accounting functions, procurement procedures, contracts, inventory management and control procedures, security of facilities, financial reporting, strategic planning, developing the office business plan;
* Monitoring of actual cost and recoveries versus budgeted cost and recoveries of the projects and prepares monthly reports for submittal to the regional office and HQ;
* Development of comprehensive monthly reconciliation reports and submits them to the relevant Senior staff for verifications and approvals. Prepares cash and wire requests;
* Ensures correct calculation of the monthly salary packages and timely verifies the figures provided by Global Payroll Company and local accountants on monthly basis based on the pre-approved information and actual time efforts;
* Ensures that taxes and other payments are made in a timely manner to all government agencies;
* Responsible for verification of bank payment orders, bank administrative messages, exchange forms and transfer in on-line system;
* Ensures that all drafted documentations are in line with the requirements of ICAP and local laws that includes contracts with temporary staff, vendors and short-term assignments;
* Manages and leads Finance & Administrative Specialist and Team Assistant, as well as Driver and Cleaner;
* Performs other duties necessary for effective operations of the project office in the country, as assigned by the direct supervisors.

**EDUCATION:**

Possession of a university level degree in accounting or finance. Master’s Degree in a relevant field and/or professional Certificates are an asset.

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS:**

* At least three years of full-time accounting or financial management experience, which included budgeting and supervision of staff. Experience in developing and implementing operating procedures for donor-funded, especially USG-funded activities, including those related to HR, travel, procurement and financial management is desired;
* Knowledge of USG administrative and finance requirements. Knowledge of HSS requirements is an asset;
* Knowledge of national rules and regulations related to operations (HR, financial management, travel, etc);
* Attention to details and ability to work with minimal supervision and meet deadlines is essential;
* Clear and effective communication and good interpersonal and team-building skills;
* Clear understanding of and sound professional judgement in differentiating the different compliance approaches needed;
* Fluency in Russian; working knowledge of English, including proven writing skills, knowledge of Tajik is an asset.

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