



## **JOB ADVERTISEMENT**

# **FINANCE MANAGER**

Full-time staff position based in Washington D.C. with possible travel.

**September 2021**



## Introducing Integrity

*Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.*

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

**Vision:** Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

**Mission:** Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

**Commitment:** Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at [www.integrityglobal.com](http://www.integrityglobal.com).

## Scope of Work

*The Finance Manager (FM) will be responsible for the finance function of both Integrity's US office and USAID funded projects overseas. They will also support the enhancement of the US office financial and administrative processes.*

Integrity is seeking an experienced professional to take on an important finance and compliance role for the US office. The FM will be responsible for maintaining and improving financial systems and processes across all of Integrity's work in the US home office as well as our USAID-funded projects; ensuring financial systems remain compliant with key US government rules and regulations; and contributing to the wider team activities such as business development and thought leadership where relevant. S/he will liaise constructively with colleagues across our global offices, particularly in London and Country/Project offices, to maintain a close, empathetic and mutually supporting relationship.

The role will be based in Washington, DC and will report to the Head of Programs/US Office, with technical reporting to the London-based Chief Financial Officer. They will also work closely with the Business and Services teams, liaising closely with Project Managers on key issues of project financial management.

## Terms of Reference

### A. Project Financial Management (70%)

- Leads financial management on US office projects, including:
  - development and monthly updating of the Project Budget Monitor.
  - expense tracking and reconciliation.
  - preparing client invoices with Procas software and reviewing.
  - liaising with clients regarding payment, other financial information or compliance documents.
  - provides financial input into Delivery Reporting System reports.
  - maintaining awareness of delivery workplan and implications for financial forecasts and invoicing.
  - Liaising closely with the relevant project managers and project teams to provide a holistic system to manage the project finances
- Works with all subcontractors to establish and maintain clear, consistent and transparent financial tracking and invoicing processes.
- Oversees contractor invoicing process, including conducting the detailed review of claimed items against agreed budget lines.
- Lead on project budget realignments, consulting closely with the Project Manager as needed.
- Prepare client financial reports in line with contractual obligations.

In support of the Country/Project teams, the Finance Manager will:

- Oversee the review of Country Office statutory accounts and financial reports.
- Ensure finance policies and processes are appropriate and adhered to across the organisation.
- Support submission of timely and accurate budgets and expense reports.
- Provide regular finance support and training, including international support visits where required.

### B. Corporate Financial Management (20%)

- Lead the development of office financial plans, operational budgets and quarterly forecasts ensuring participation of relevant staff.
- Produce monthly management account packs and present the accounts to the CFO.
- Prepare monthly and year-end financial statements for Integrity Global.
- Ensure all staff are adhering to financial procedures and policies and ensure that all financial transactions are properly accounted for.
- Monitor and interpret cash flows and predict future trends.
- Develop financial management mechanisms that minimise financial risk.

- Develop and maintain external relationships with appropriate contacts, e.g., auditors, accountants, outsourced service providers and statutory organisations.
- Keep abreast of changes in financial regulations and relevant FAR and AIDAR regulations.
- Supports Head of Office and CFO to further evolve the Corporate team in the US, including support in company financial forecasting, financial strategy and developing robust, cross-company tools for improved corporate management and/or compliance.
- Responsible for maintaining and evolving the US HO and Field Finance Manuals, supporting the Head of Office in ensuring adherence.

### **C. Financial Planning & Business Development (10%)**

- Support the Senior Cost & Pricing Expert on budget development for US office proposals and supports wider company bids as required.
- Support negotiations with subcontractors, particularly regarding proposed direct costs.
- Support Head of Office in assessing risks of bids to wider company operations.

## **Your Experience and Expertise**

The successful candidate will have:

- A Bachelor's degree in a relevant discipline, such as business/management, economics, or finance OR an additional 2 years of work experience in financial management.
- Possess, or be studying towards, a recognized accountancy qualification in the US.
- Minimum 5 years' experience working in financial management for international development organizations, with experience establishing and managing project and corporate financial systems and processes.
- Strong knowledge of USAID and US government financial regulations, including FAR/ADS and procurement procedures.
- Excellent verbal and written communication skills.
- Demonstrated ability to work under pressure, adhere to strict deadlines, and balance competing priorities.
- Proficiency in MS Office, particularly Excel.

You will also:

- Be a team player with the ability to build constructive working relationships internally and externally characterised by a high level of acceptance, maturity, cooperation and mutual respect.
- Maintain a flexible approach to tasks, adapting to changing project needs, conditions, and work responsibilities.
- Be a self-starter, identifying areas for company improvement and leading on the solution.

It is **desirable** that you will also:

- Have experience working for international development contractors and/or in fragile and conflict affected settings.

- Have experience supporting subcontract financial management including reporting, invoice review and processing, and subcontractor financial compliance.

### Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative.

## Core Competencies

You should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"><li>• Ethics</li><li>• Leadership</li><li>• Planning and Organising</li><li>• Development and Continual Learning</li><li>• Results Focus and Initiative</li><li>• Teamwork</li><li>• Customer Orientation</li><li>• Communication</li><li>• Managing Change</li></ul>	<ul style="list-style-type: none"><li>• Analytical and Flexible Thinking</li><li>• Achievement Focus</li><li>• Managing Resources</li><li>• Teamwork and Team Leadership</li><li>• Customer Orientation</li><li>• Influencing</li><li>• Organisational Knowledge</li><li>• Organisational Alignment</li><li>• Strategic Thinking</li><li>• Accountability</li><li>• Developing Talent</li></ul>

## How to Apply

If you are interested in applying for this position, please complete the application form at [www.integrityglobal.com/apply](http://www.integrityglobal.com/apply) and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **15<sup>th</sup> October 2021**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

**Candidates must have the right to work in the US.**

*Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by US data protection laws.*