



CONSULTANCY ADVERTISEMENT

FINANCE AND ADMIN MANAGER

USAID/Iraq Monitoring Project

Full-time consultancy position, long-term Cooperating Country National (CCN) based in Erbil, KRI.

October 2022



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.

Project Background

The purpose of the IMP is to serve as a third-party monitoring (TPM) and evaluation support system to monitor, verify, and evaluate selected programs in Iraq, which are funded by USAID's Bureau for Humanitarian Assistance (BHA). The information and findings from the project will be critical in ensuring program learning and accountability, which will be useful for real time programmatic adjustments and future program design. Integrity will work to increase BHA's and Implementing Partners' (IP) access to independent, impartial information on the outputs, outcomes, progress, quality, challenges, successes, and lessons learned of selected projects funded by BHA in Iraq. This increase in access to independent and impartial data will improve the quality of BHA's response in Iraq by allowing BHA and implementing partners to make real time adjustments to their programs as a result of the data gathered as part of IMP.

Scope of Work

The Finance and Admin Manager (FAM) will be the primary focal point for all financial and administrative matters. The FAM will be responsible for financial management, accounting, human resources, and administration of the IMP field office. The FAM will report to the Chief of Party and work full-time at Integrity's field office in Erbil.

Terms of Reference

A. Finance

- Prepare and review all IMP financial documents for accuracy, compliance with USAID and Integrity policies, and send end-of-month original financial reports to the Integrity Global HQ Finance team, in addition to scanning all hard copy expense documents and sending each month for review by HQ Finance.
- Maintain all IMP financial records and prepare transfer requests.
- Ensure financial records and backup documentation is ready and available for internal and external audits, as needed.
- Work closely with key personnel to implement, and maintain financial management policies, systems, structures, and procedures for the project.
- Monitor all project / field level expenses, together with the COP, according to Integrity's IMP field office budget.
- Prepare monthly IMP project funds request for Integrity HQ, in coordination with the IMP COP.
- Manage the safe storage and disbursement of IMP petty cash, in consultation with the IMP COP.
- Ensure that all financial functions of the IMP office are carried out within the framework of Integrity's and USAID's policies and procedures. Ensure procurements comply with USAID rules and regulations (AIDAR & FAR), Integrity's HQ procurement policies, and USAID audit requirements.
- Review and verify Purchase Requests (PRs) and Purchase Orders (POs), ensuring adequate funds, expense authorization, supporting documentation, accuracy of amounts, and control over payments.
- Safeguard Integrity's assets under the IMP contract and maintain ethical conduct and fiscal transparency at all times.
- Any other finance related tasks as assigned by the COP or HQ Finance Manager.

B. Human Resources

- Coordinate and manage all recruitment functions of IMP field office staff and consultant hires, in consultation with Integrity's HQ HR Manager.
- Lead all personnel management functions: on-boarding, orientation, employment management, annual performance review and off-boarding.
- Manage employee benefits administration.
- Train staff on Human Resources policies and procedures.

- Prepare and maintain employee files and leave tracking.
- Maintain relationships with other organizations and be familiar with marketplace salary levels in Erbil to ensure that Integrity's local employment salary scale is competitive and in compliance with labor laws.
- Undertake all other HR duties as assigned by COP or HQ HR Manager.

C. Office Administration

- Maintain all necessary office and communication supplies for IMP team, including printer toner, monthly phone credit for staff, pens, paper etc.
- Maintain adequate supply of masks and hand hygiene in the office to mitigate COVID.
- Ensure all office bills (internet, electricity, water etc.) are paid in a timely manner.

Your Experience and Expertise

- Minimum of seven (7) years of relevant work experience, with five (5) years' relevant experience working on USAID-funded projects.
- Bachelor's degree in administration, accounting, finance, or relevant field is preferred.
- Proficient with Microsoft Excel and QuickBooks.
- Familiarity with FAR and USAID regulations.
- Previous experience working on USAID-funded projects strongly preferred.
- Strong attention to detail, prioritization, and organizational skills required.

Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative.
- Fluency in spoken Kurdish (Sorani) and/or Arabic preferred.

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **21st November 2022**. 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 Erbil.

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 data protection laws.