



JOB ADVERTISEMENT

VICE PRESIDENT, FINANCE

Full-time staff position based anywhere in the US with routine travel to Washington DC.

December 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 program 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, programs and consulting assignments to a wide range of government clients, international organizations, 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.

Scope of Work

The role offers an experienced finance sector professional the chance to support Integrity's continued growth by leading on the management of the company's finances along with the finances of our international project portfolio.

You will work closely with our CFO, VP Delivery and Head of Contracts & Strategic Pricing to oversee the company's Finances along with the finances of our international project portfolio. The role will report direct to Integrity's CFO while managing relevant team members as required. The position is US-based with routine travel to Washington DC and occasional international travel.

Terms of Reference

The VP Finance will be responsible for the finance function for the corporate team with overall oversight of reporting company financial performance, managing indirect rates, project financial reporting, project reconciliation, payment processing and statutory reporting in the US and any associated international Country Offices.

The role requires an experienced, proactive and knowledgeable individual with strong leadership, management and people skills.

A. Company Financial Management (40%)

- Maintenance and management of company's indirect rates and associated forecasts and billings.
- Design, consult and implement indirect rate strategy culminating in NICRA application in Q1/Q2 2023.
- Manage outsourced book-keeping and outsourced production of monthly financial statements. Design plan to insource the accounting function when appropriate.
- Lead the development of financial plans, operational budgets and monthly forecasts ensuring participation of relevant staff.
- Prepare year-end financial statements for Integrity Global.
- Overall control of all financial transactions and accountancy matters including procurement, tax, payroll and auditing.
- Develop and maintain external relationships with appropriate contacts, e.g. auditors, accountants, outsourced service providers and statutory organizations.

B. Project Financial Management (30%)

- Manage small team of Financial Managers to monitor and report financial performance against all project budgets.
- Provide guidance and advice on allowable costs based on FAR regulations.
- Oversight of all client billing through PROCAS invoicing software.
- Manage and evolve financial systems and associated software.
- Maintain awareness of delivery workplan and implications for financial forecasts and invoicing.
- Liaising closely with the relevant project managers, finance managers and project teams to provide a holistic system to manage the project finances.
- Oversight and quality assurance of all project budget realignments.
- Provide regular finance support and training, including international support visits where required.

C. Compliance and Procurement (20%)

- Keep abreast of changes in financial regulations and relevant FAR and AIDAR regulations.
- Responsible for drafting, maintaining and evolving US Office and Field financial policies and manuals.

- Ensure finance policies and processes are appropriate and adhered to across the organization.
- Ensure all financial transactions are properly accounted for and supported by required evidence.
- Oversight of statutory financial reporting for overseas offices in consultation with external advisors.
- Preparation of financial advice when considering company registration in new jurisdictions.

D. 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.

Your Experience and Expertise

You will have:

- A Bachelor or Master's, or an MBA with a specialization in finance or other relevant degree(s) in finance or related field (or the equivalent combination of education and experience).
- 10+ years' experience in Finance including 3+ years in a senior financial role either for a leading Federal contract implementer or leading the Finance function for a small / recently graduated business.
- Proficiency in Excel and experience with financial and technical systems and software.
- Knowledge of US Generally Accepted Accounting Principles (GAAP).
- Demonstrated knowledge of USG regulations including the FAR.

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

- Experience working in Finance supporting a USAID contract for services.
- Demonstrated experience drafting financial policies and implementing financial procedures.

Languages

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

Competencies

The candidate will have:

- Sound financial fluency.
- A diplomatic and personable approach to developing and managing relationships and representing the Integrity brand.
- A trusting and empowering approach to mentoring and managing team members.
- The ability to work under pressure and to tight deadlines with flexibility, efficiency and good nature.

- An ethical approach, personal integrity and a strong sense of self.

You should also demonstrate the following core competencies:

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

Hybrid Working

Integrity is a hybrid work employer offering a flexible working model that supports a blend of in-office and working from home time. Each office has its own flexible working model to meet local needs and demands.

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply-s1/ 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 **31st December 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 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.