

John Snow, Inc.

TITLE: Finance & Administrative Officer

PROJECT: MCHIP

LOCATION: Washington, DC

REPORTS TO: Finance Manager

MCHIP is the USAID Bureau for Global Health's flagship maternal, neonatal and child health (MNCH) program, which focuses on reducing maternal, neonatal and child mortality and accelerating progress toward achieving Millennium Development Goals (MDGs) 4 and 5. Awarded in September 2008, MCHIP works with USAID missions, governments, nongovernmental organizations, local communities and partner agencies in developing countries to implement programs at scale for sustainable improvements in MNCH.

The Finance & Administrative Officer will work closely with the JSI/MCHIP Finance Manager, Program Officers and Program Coordinators to help ensure that the project functions efficiently in the areas of finance, contracts and administration, utilizing his/her knowledge of budgetary, finance, and operational issues related to JSI/MCHIP headquarters-based operations and its field-based programs. He/she will be based in Washington, DC.

RESPONSIBILITIES:

Responsibilities will include, but not be limited to, the following:

- Assist the Finance Manager with budget development and budget tracking.
- Maintain familiarity with project budgets and cash needs, and anticipate flow of finances to prevent deficits and imbalances.
- Assist with overseeing the administrative and financial aspects of in-country field operations including local procurement, field accounting, inventory management, office-sharing and other issues as they arise.
- Support the financial and administrative aspects of work-planning and periodic financial reviews, and help to facilitate effective linkages between finance and technical staff.
- Assist the Finance Manager with project financial reports, monthly invoices, quarterly financial reports and any other financial analyses as required by USAID or MCHIP management team.
- Liaise with the JSI Accounting department and help ensure all project finances conform to JSI's Accounting policies and procedures and general accounting principles.
- Carrying out duties to help ensure compliance with the MCHIP contract's terms and conditions.
- Provide support and management assistance to other financial, administrative, and operations areas as necessary.

QUALIFICATIONS:

- 2-4 years finance and administration experience with USAID funded projects, as well as knowledge of USAID rules and regulations.
- Bachelor's degree required; Master's Degree in Management, Finance, International Development, Public Health or related field a plus but not required.
- English communications skills, both verbal and written.
- Excellent team-work and team-building skills.
- Preferred previous working experience for an international organization
- Computer literacy required (especially Excel). Familiarity with various accounting software helpful.
- Strong organizational skills and attention to detail.
- Strong demonstrated interest in the finance and administrative aspects of international development.

TO APPLY

Interested candidates should submit their resumes and cover letters on JSI's website by January 21, 2012:

<http://www.jsi.com/JSIInternet/Jobs/jobdescription.cfm?JobID=48485>

Salary commensurate with experience.

JSI is an Equal Opportunity, Affirmative Action Employer committed to workplace diversity. Women and minority candidates are encouraged to apply. M/F/H/V/D