

## Helen Keller JOB ANNOUNCEMENT

### Director of Finance and Administration, Strengthening Integrated Health Services Activity (SIHSA) (Freetown, Sierra Leone)

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

#### Background

The purpose of the U.S. Agency for International Development (USAID) funding for the Strengthening Integrated Health Services Activity (SIHSA) in Sierra Leone is to improve the performance and functionality of the health systems to deliver quality, integrated health services, with a focus at the district and community levels to promote optimal key health behaviors to prevent illnesses. Health services include delivery of primary health care at Primary Health Units (PHUs) and community-outreach and district hospitals. The primary objectives of SIHSA are to strengthen the health system to improve the delivery of high-quality Family Planning and Reproductive, Maternal, Newborn, Child, Adolescent health (FP/RMNCAH), and malaria services; increase adoption of selected key optimal behaviors to improve health in selected districts in Sierra Leone.

#### Scope of the Position

The Finance & Administration Director (F&A Director) will provide overall leadership and oversight of SIHSA's operations, finance, sub-agreements, IT and procurement, ensuring compliance with Helen Keller Intl and USAID's policies and that the processes enable the achievement of SIHSA's strategic priorities. The F&A Director will work closely with SIHSA's leadership to track expenditures and manage budgets and financial staff. The ideal candidate will have a strong expertise in financial management for US government-funded programs in developing country contexts.

This position is expected to be based in Freetown. This five-year position is contingent on Helen Keller being awarded funding and is anticipated to begin in spring 2023.

#### Specific Responsibilities

The F&A Director will be responsible for the following:

##### 1. Strategic leadership and oversight role

- Provide direction and strategic leadership to SIHSA's operations, including budgeting, accounting, financial planning, reporting, IT and procurement, ensuring that operational processes efficiently support the achievement of SIHSA's objectives.
- Ensure that the Activity systems and process align with USAID's requirements and Helen Keller Intl's policies and standards, and proactively identify and manage any potential conflicts to compliance with the necessary regulations.

- Design and maintain internal systems to enable accurate and timely reporting on SIHSA's financial performance; train and support project staff to use these systems.
- Supervise and provide leadership to SIHSA's operations teams.

## **2. Financial reporting and policies**

- Establish and/or refine and disseminate policies, systems and practices for effective management, disbursement, and accounting of SIHSA's financial resources
- Ensure complete, accurate and timely recording and reporting of transactions.
- Supervise the timely preparation and submission of financial reports.
- Lead reviews and analysis of financial reports to enable informed decision-making on SIHSA's funds

## **3. Budgeting, financial analysis, compliance, audits**

- Work closely with the COP and DCOP to conduct detailed performance reviews, highlight possible problems and suggest adjustments.
- Prepare and track the annual workplan budgets, modifications, and realignments as necessary.
- Support the preparation and successful conclusion of internal and external auditing activities pertaining to the Activity.
- Respond to audit requests on a timely fashion and ensure appropriate corrective actions are taken to audit findings.
- Review and test controls to ensure SIHSA's systems are compliant with Helen Keller Intl's financial policies, USAID's requirements, as well as Sierra Leone's laws.

## **4. Sub-award management**

- Lead the due-diligence assessments of sub-recipients prior to the development and negotiation of sub-award agreements, workplans and budgets.
- Coordinate reporting processes from sub-awardees and joint programmatic and financial reports reviews
- Conduct regular sub-award visits / evaluations to verify adherence to contract terms and test internal control systems to obtain confidence in the reports submitted to leadership.
- Design and implement a proactive, rigorous, risk-based and effective sub-awardee monitoring system and approach.
- Where necessary, lead the design of capacity building plans for sub-awardees in financial management, internal control systems, budgeting and forecasting, and coordinate the provision of trainings when needed.

## **Required Qualifications/Competencies**

- An advanced degree (masters or MBA) in business or accounting, plus 8-10 years' experience managing financial operations for donor-funded international projects.
- Strong experience with development project financial management, including accounting, compliances, audits, and reporting, with previous USAID experience a requirement.
- Experience overseeing financial management staff and an ability to work across diverse teams.
- Knowledge of USAID and US Government Cost Accounting Standards.
- Ability to direct multiple long- and short-term activities simultaneously with minimal supervision.
- Strong analytical, computer, and communication skills.
- Demonstrated high-level proficiency in the use of various financial related software (spreadsheets, accounting packages).

- Interest in international development and public health programs as well as an understanding of the synergy between the programmatic, operational, and financial components in project design and implementation.
- Analytical and conceptual skills, as well as the curiosity and learning agility necessary to be successful in a complex project..
- Excellent capacity building, team building/management, and coordination skills. An ability to ability to delegate responsibilities effectively and coach and mentor junior staff.
- Excellent interpersonal skills including active listening skills, the ability to communicate effectively across cultures, and to negotiate effectively with internal and external colleagues.
- Collaborative, flexible and solution-oriented. Ability to work under pressure, maintain balance when under stress and meet strict internal and donor deadlines.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Excellent written and oral communication skills in English, fluency in Kiro is highly desirable.
- Experience working in Sierra Leone is highly desirable.

### **To Apply**

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org) Applications will be accepted until the position is filled.

**In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.**

*We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.*