



CARE CAUCASUS VACANCY ANNOUNCEMENT

Job Title: Finance and Administration Manager
Duty Station: based in Georgia, CARE Tbilisi Office
Deadline to apply: 14 October 2024

I. JOB SUMMARY:

The basic function of the Finance Manager's position is to develop, coordinate and administer the C-Caucasus plans for proper recording, documentation, control, monitoring and reporting of financial operations. The Finance and Administration Manager supervises the C-Caucasus Office financial management and practices to ensure that CARE Caucasus's resources are used in accordance with CARE established financial policies and procedures and is responsible for implementation of donor rules and regulations at the CO level.

The FM is responsible for the day-to-day financial operations at the C-Caucasus Office level. S/he plans, organizes, directs, and is responsible for providing quality financial services to all projects, units and staff in the office. This includes processing all payments to vendors, CARE employees, sub-grantees in Accounts Payable Module correctly with all required supporting documents, to encode all funds receipts from the Donors and refunds from Vendors in Accounts Receivable Module and to record other accounting entries reflecting CARE Caucasus Payrolls and any other mission financial activity through People Soft General Ledger. FM provides support and financial training to C-Caucasus staff and to the staff from partner organizations.

The C-Caucasus Finance and Administration Manager profile includes: very strong accounting and finance knowledge, analytical skills, attention to details, ability to work effectively under time pressure, very strong business partnering skills with ability to influence CO senior staff, team player, proactive individual with ability to offer structured guidance, ability to ensure that the right priorities are set for the CO finance team, proven experience of training finance and non-finance staff, proficiency in English and Excel.

II. RESPONSIBILITIES AND TASKS:

- **Job Responsibility #1: Responsible for supervision/monitoring and maintenance of Accounting System – People Soft.**
Oversee the process of data entry, record keeping and work flow into People Soft in all modules:
 1. Purchasing – Vendors, Requisitions, Bids, POs
 2. Cash Management – bank transfers and treasury accounting
 3. General Ledger – Payroll – Int'l and Nat'l Payroll transactions
 4. Assets Management – addition, maintenance and retirement
 5. Award profile – all data and millstones updates
 6. Work flow – correct routing of the documents to the proper approvers
- **Job Responsibility #2: Responsible for the financial management of contracts and grants including reporting to Donors, CI members and financial support to Project Managers - Budgeting and Forecasting and Financial reports quality review.**
- **Job Responsibility # 3: Financial/Admin/Investments Management**

Ensure C-Caucasus compliance with CARE's accounting policy and procedures and generally accepted accounting principles; develop and implement the CARE Caucasus's accounting systems and procedures;

Facilitate any internal and external audits conducted by Headquarters or the donors; supervise the C-Caucasus office payroll system to include taxes and other deductions; Review all leases and other contracts that require current and future use of C-Caucasus office assets and make any relevant recommendations to the CEO.

- **Job Responsibility # 4: Responsible for cash management of CARE Caucasus operating funds and bank accounts - Treasury and Cash Functions**

Provide oversight to day-to-day operations to include efficient process flows and controls over Accounts Payable, cash transfers and other cash journal entries; Ensure expenditures are justified and substantiated adequately; Coordinate banking operations.

- **Job Responsibility #5: Provide support and oversight to procurement/admin department to ensure efficient operations and that all policies and procedures are duly followed:**

Coordinate local and international activities; Ensure anti-terrorism list checking for vendors has occurred; Assure adherence to established policies and procedures; Assure adherence to donor regulations and local laws; Compile annual consolidated forecast plans (if provided) and review with program management

- **Job Responsibility #6: Follow all CARE Caucasus policies and procedures:** Ensure security of personnel and assets, follow Safety & Security policies and procedures. Comply with CARE Safeguarding policy and Code of Conduct and ensure all staff and partners' members understand and abide by the CARE Safeguarding policy and Code of Conduct. Ensure compliance with Gender and Diversity, as well as Emergency policies and procedures, act as an ERT (Emergency Response Team) member when needed and implement assigned responsibilities.

- **Job Responsibility #7: Perform other duties as assigned.**

III. Problem Solving (Thinking Environment):

There are three levels of problem-solving: 1) What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis; 2) What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem; and 3) Why things are done is known, but what has to be done and how to do it are not defined. Situations are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring.

About 40% of the problem solving of this position would be level 1. It is expected that 30% would be level 2, since the role of the Finance and Administration Manager is known, and 30% would be level 3 to include troubleshooting and training.

IV. Qualifications:

Education: Certified Public Accountant, Bachelor's degree in Accounting, Finance or Business Management or equivalent.

Experience:

- University degree in accounting, business administration, project management or equivalent. A Master's degree will be an asset.
- A minimum of 7 years of professional experience in accounting, administrative and financial management, ideally involving international donors (EU, USAID, ADA, ...), including at least 3 years' experience in positions with an equivalent level of responsibility.
- Experience in team management.
- Proficiency in English and Georgian is required.

Technical Skills: Thorough understanding of financial accounting, reporting and grants and contract management processes; Facilitation skills to conduct training sessions for small, medium and large sized groups; Solid analytical and problem solving, financial troubleshooting and audit experience; Ability to maintain customer focus while handling multiple priorities; Ability to quickly learn new systems, processes and procedures and adapt local practices to global standards; Excellent leadership, coaching and negotiation skills; Ability to work on teams, work at detailed level and understand the larger picture; Strong oral and written communication skills; Proficiency in Microsoft Office including Excel and Word and good skills at using financial software applications;

V. Contacts/Key Relationships:

The position has working relations with the following:

- **Internal:** CEO; Program Directors; Project Managers and other C-Caucasus program staff; Accountants; Director CO Financial Operations; CFO; Regional Directors, Deputy Regional Directors, Internal Audit staff.
- **External:** External Auditors; Donors; local government agencies as appropriate

WHAT WE OFFER

- Exciting work in an international environment.
- The exact remuneration will be defined according to the experience recognized for the position.

APPLICATION REQUIREMENTS

Interested applicants who meet the minimum requirements should submit the following documents to be considered for the assignment: a **cover letter and CV**

The application documents should be submitted to the following email addresses: [**geohr@care.org**](mailto:geohr@care.org)
Please, indicate "Finance and Administration Manager" in the subject line of your application, **otherwise your application will not be reviewed. Incomplete applications will not be reviewed.** Only short-listed candidates will be contacted.

- The deadline for receiving applications is: 14 October 2024.

PROTECTION AGAINST SEXUAL EXPLOITATION AND ABUSE, AND CHILD ABUSE

CARE has a zero tolerance toward sexual exploitation and abuse and child abuse. CARE requires that its employees, volunteers, suppliers, their parent, subsidiary and affiliated entities as well as any subcontractors, will neither use or engage in, nor allow their employees or other persons engaged by them to use or engage in, any: threats of violence, verbal or psychological harassment or abuse, and/or sexual exploitation and abuse.