



Finance, Administration & Grants Manager, Eastern and Southern Caribbean

RTI International is an independent nonprofit research institute and leading development organization headquartered in Research Triangle Park, North Carolina, USA. Since 1958, RTI has worked in over 150 countries and designed and implemented cutting-edge solutions in the sectors of economic growth, governance, education, and health. A cornerstone of RTI's work is strengthening the capacities of local partners and systems in order to increase local ownership and ensure that host country individuals and organizations have the skills and resources to achieve their missions and sustain their services in the long term.

Position Summary

RTI is currently accepting applications for **Finance, Administration, and Grants Manager** for an anticipated USAID-funded Local Capacity for Local Solutions project that will focus on ten countries in the Eastern and Southern Caribbean (ESC) region. ESC countries that are targeted under this project include: Antigua & Barbuda, Barbados, Dominica, Grenada, Guyana, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Suriname, and Trinidad & Tobago. The project office and staff will be based out of Bridgetown, Barbados. Some travel will be necessary for this position, potentially up to 20%.

The Local Capacity for Local Solutions (LC4LS) project will focus on strengthening the operational, managerial and administrative capacity of NGOs/CSOs in the ESC using innovative and non-traditional means. This will likely involve a mix of peer-to-peer learning, mentoring and coaching, distance learning and other outside-the-box approaches beyond training. Although NGOs/CSOs are the primary beneficiary of capacity development activities, the project will also seek to strengthen the connectivity of NGOs/CSOs and other disparate entities in the private sector, academic, and government at national, sub-regional and regional levels. The project will include a grants component. The project will end on approximately September 30, 2020.

The Finance, Administration and Grants Manager will oversee all finance, human resources, IT, procurement, logistics and administrative aspects of the project. She/he will ensure that project resources are budgeted, disbursed, monitored and reported according to USAID and RTI guidelines. In addition, she/he will also ensure that the project operates efficiently, using resources effectively and within the budget of the project. She/he will also manage all administration for grants provided under the project. The project's Capacity Building Specialist and other team members will support grantees technically and will monitor them to ensure they are meeting their agreed-upon milestones. The Finance, Administration, and Grants Manager will manage all paperwork and disbursements to grantees, ensuring that the process that is followed is in line with

RTI and USAID's grants procedures. This position is contingent upon receipt of donor funding. **Nationals of Barbados are strongly encouraged to apply.**

Primary Responsibilities

The responsibilities of the Finance, Administration, and Grants Manager for the LC4LS project will be diverse and will require an individual who is detail-oriented, able to multi-task within tight timelines, and is very hands-on. The project team will be small and the Finance, Administration, and Grants Manager will play an essential role in managing project finances and administration. She/he will report directly to the Chief of Party and will have dual reporting obligations to RTI's home office. The responsibilities of the position are as follows:

Finance / Administration

- Oversees all payments issued under the project (including those made to vendors, grantees, consultants, subcontractors, and staff) and ensure that they are issued in compliance with RTI and USAID financial accounting policies and procedures and that they are in line with the project budget.
- Ensures proper segregation of duties on all authorized financial transactions.
- Records all financial transactions in QuickBooks and ensures accurate bookkeeping with proper supporting documentation.
- Manages payroll administration, including appropriate deductions as required under relevant labor laws and RTI policies.
- Manages the monthly financial close each month, according to RTI protocols.
- Oversees the preparation and submission of monthly financial statements, including expenses, receivables, and reconciliations of bank accounts.
- Takes a lead in preparing the annual project budget that aligns with project workplan activities.
- Routinely monitors and follows up on any outstanding advances and ensures that they are appropriately liquidated within a timely manner.
- Regularly monitors the project budget, informing the Chief of Party and other staff on the project burn rate and advising her/him on any necessary adjustments.
- Routinely prepares financial projections (including accrued and projected costs) with the project team in order to ensure that project expenses are in line with the budget and provide accurate forecasts.
- Manages project cash flow and prepares bi-weekly requests for cash from the RTI home office that details projected costs for the period, minimizing excess funds in the project bank account each month.
- Plays a HR function on the project, including communicating and administering RTI HR policies,
- Oversees the HR paperwork for project staff and liaises with the appropriate RTI HR business partner to ensure that policies and procedures are adhered to.

- Monitors the balances of staff vacation, or personal time off (PTO).
- Oversees administration of compensation and benefits to staff according to RTI procedures.
- Manages the overall administration of the office and ensures that office supplies are in stock and oversees use of the project vehicle.
- Manages the project assets and maintains control over project property through a log that indicates the property, value of property, condition and location.
- Ensures that RTI's registration in the country is valid and that the project has all essential paperwork needed for operating in Barbados.
- Manage administrative staff supporting the project.

Grants Management

- Manage the day-to-day administrative aspects of grants awarded under the project. Grants management will cover the solicitation phase through grant close-out. This will include ensuring that the team issues a request for applications in consultation, that all grant applications are reviewed and have proper documentation. All technical aspects of grants management (criteria for selecting grantees, support to grantees, monitoring of grantee activities), will be conducted by other team members.
- Coordinate execution of award documents (pre-award authorizations, awards, modifications, etc.).
- Maintain grant files including records on monitoring and evaluation and other quality control activities (financial, programmatic, proof of performance).
- Review and process grantee invoices for compliance and coordination with technical teams for performance measurement.
- Close-out completed grants.
- Ensure that all grants are administered in compliance with RTI and USAID guidelines and regulations.

Required Skills and Qualifications

The successful applicant will have extensive experience in financial management on donor-funded projects. The ideal candidate will have exceptional communication skills and have the ability to convey complicated financial / budget information in a manner that non-finance staff can easily absorb in order to guide decision-making around resources and operations. She/he must have experience in managing the budgets of large and complex budgets and accounting. She/he will be a senior person who directly engages in and performs work as opposed to overseeing and delegating it within the team. She/he will also have some experience in managing grants. Specific requirements include:

- Master's degree in Finance, Business Administration, Accounting, or a related field.
- At least 9 years' experience in managing the finances and administration of a donor-funded programs, preferably on a USAID-funded program, including knowledge of accounting, bookkeeping, and monitoring and managing budgets
- Deep knowledge of USAID rules and regulations.
- Experience in managing administrative aspects of grants.
- Experience and familiarity with QuickBooks, or a similar accounting program is highly desired.
- Strong attention to detail and ability to meet deadlines.
- Excellent communication skills so that non-finance staff understand the budget and expenditures and can link the implementation of their technical work to finance and ensure that the project remains within the budget.
- Strong team-player skills and the ability to ensure that policies are carried out across multiple countries.

Application Instructions: Qualified candidates are invited to apply for this position and submit their CV and cover letter to RTI at <http://m.rfer.us/RTIPFw36C> . Candidates are encouraged to apply as soon as possible. Only short-listed applicants will be contacted.