



## **Finance & Administration Lead**

School-to-School International (STS) is a nonprofit organization based in Pacifica, California, USA, committed to improving the lives and learning of girls and boys worldwide through thoughtful research, practice, and partnerships. For more than a decade, we have partnered with individuals, government ministries, nongovernmental organizations, private foundations, and research institutions to improve the quality of children's learning through educational research and integrated support solutions for children in primary school. We have worked in more than 30 countries across the globe providing assistance in research and evaluation, curriculum and training, and policy and planning.

**Role:** The newly awarded Transforming Teacher Education is a five-year project funded by the United States Agency for International Development (USAID) and implemented in partnership with Florida State University. It aims to strengthen the capacity of Zambia's pre-service teacher training institutions to improve student learning outcomes. The project will focus on aligning pre-service education with current, evidence-based practices in primary school and in-service education programs. School-to-School International is seeking a Finance & Administration Lead to join the team in its Lusaka-based office. The responsibilities of the Finance & Administration Lead may include, but are not limited to, the following bullets.

### **Responsibilities:**

- Lead project budget planning, reprogramming, monitoring, and reporting
- Oversee and manage all financial management areas, including accounting, payments, reporting systems, and procurement processes
- Prepare monthly field finance reports, including bank reconciliation, petty cash reconciliation, and thorough documentation of expenses and receipts
- Ensure timely and accurate month-end close of petty cash and bank accounts
- Liaise with bank personnel and officers, track cash balances of each bank account, make deposits, and track wire transfers to and from program accounts
- Support financial auditing procedures as needed
- Oversee preparation of monthly field finance reports, including bank reconciliation, petty cash reconciliation, and thorough documentation of expenses and receipts
- Manage and maintain project equipment in compliance with procurement and management system
- Coordinate and support international and local travel arrangements
- Ensure that all financial transactions and procurements adhere to project and donor rules and regulations
- Lead and report project financial deliverables using appropriate tools

- Liaise with HQ regarding budget realignments, specific budget issues, and status of wire transfers
- Manage and lead material production procurement following procurement regulations
- Serve as the security point of contact. Support the development of minimum standards for field office on office security and emergency plans; ensure accessibility and regular updating of plans; and execute and communicate emergency plan(s) as outlined at time of emergency for affected office, as needed
- Attend team meetings and organizational initiatives, as needed
- Lead communications strategy, as needed
- Supervise and manage the Finance & Administration Assistant
- Other duties as assigned by supervisor

**Qualifications:**

- Advanced degree in business administration, accounting, communication, project management, or other related fields. Comparable and relevant work experience may replace educational requirements
- At least seven to ten years of specific experience in the field of administration and financial management, executive secretariat, or project management with international organizations
- Experience in a supervisory role
- Previously a part of a donor-funded project's finance team preferred
- Experience managing up to a \$3 million budget over multiple years with multiple project activities
- Experience working with remote teams and communicating using Skype, WhatsApp, Zoom, or other communication platforms
- Excellent command of Microsoft suite (Word, Excel, PowerPoint) and project management software
- Strong communication, written, and interpersonal skills
- Fluency in English
- Ability to interact professionally with team members, consultants, financial institutions, and USAID
- Willingness and flexibility to adapt to changing priorities and shifting deadlines
- Willingness and ability to travel occasional to sites as needed

**Please submit a resume/CV and cover letter describing your interest and qualifications to [info@sts-international.org](mailto:info@sts-international.org) no later than November 15, 2020 with the subject line "Finance & Administration Lead."**

School-to-School International is an equal employment opportunities (EEO) employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation, or any other characteristic protected by applicable law.