

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce to best meet the health needs of its population. Seed's mission is to educate a rising generation of health professionals to strengthen access to quality care with a goal of saving lives and improving health. Seed is unique in its approach by focusing on the education and training of doctors, nurses and midwives. By training health care professionals and health educators, Seed seeks to empower current and future generations of health providers so that good health is not the privilege of a few, but the right of all.

Seed focuses on strengthening the education, practice, and policy of the local professional health workforce in Africa. Seed's core strategy and primary entry point centers on placing skilled and qualified educators at partner institutions for a minimum of one academic year. Seed also supports educators and partner institutions through a diverse and complementary package of services aimed at advancing health professional education in the classroom and clinical setting. By investing in long-term partnerships for improved health professional education, we help to create a stronger, more sustainable health workforce that is both locally led and better able to meet local health needs.

For more information, please visit www.seedglobalhealth.org

Position Summary

The Finance & Administration Manager, Country Operations contributes their energy, passion, and skills primarily to supporting Seed's Finance & Administration team in the US and abroad, in a fast-paced office during a time of rapid growth. The position is a full-time position based in Boston. The Finance & Administration Manager, Country Operations supports various finance and administration functions to support Seed's country operations (including human resources, in-country corporate administration, financial management) and manages special projects related to organizational needs and priorities as requested by the Managing Director, Finance & Administration (F&A). This full-time position reports to Managing Director, F&A and work closely with all domestic and international team members.

Duties and Responsibilities

Responsibilities include the following:

- **Human resources**
 - Assist country team with in-country staff recruitment and contracting efforts
 - Develop process for and assist with in-country onboarding and orientation
 - Maintain HR records, including employment contracts, for all in-country staff
 - Manage annual review of benefits for in-country staff, including evaluating service contracts
 - Develop country supplement to Seed Employee Handbook for country context and compliance in collaboration with US and in-country administration staff
- **Finance**
 - Develop policies, procedures, and tools for country financial management, in collaboration with US and in-country F&A teams

- Train and support in-country staff on policies, procedures, and tools, including for country cash flow, accounting, reconciliations, and bank account administration
- Support in-country staff and HQ program team on the management of the country budgets
- Prepare in-country payrolls for processing by payroll company and work with the F&A teams to develop systems for future in-country payroll processing
- **General F&A**
 - Ensure efficient and compliant operating of country finance and administration
 - Serve as Boston point person for general in-country F&A needs
 - Develop country specific policies and procedures, including on procurement, inventory, IT, and archiving, and train and support country staff on policies and procedures
 - Work with in-country team to identify and select preferred vendors and develop country-specific procurement system
 - Ensure compliance with all registration and tax related requirements, including management of Seed's country-specific audits and annual reports as applicable in Malawi and Uganda
 - Liaise with and maintain partnerships/contracts with in-country audit and legal firms
 - Assist with new registrations and country start-up as and when Seed expands its country focus

Qualifications

- At least 5-10 years' experience in managing finance and administration, including starting up new offices and growing country presence outside the US
- Experience developing new policies, procedures, and tools and training staffing in their use
- Experience developing and managing contracts and grants to vendors and partner organizations
- Bachelor's degree required, advanced degree in relevant field a plus
- Advanced proficiency in MS Word required, knowledge of Quickbooks a plus
- Passion and commitment to Seed's mission
- Strong sense of accountability, personal initiative, and responsibility
- Excellent interpersonal skills, including flexibility and a sense of humor
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds;
- Ability to work collaboratively in a fast-paced and young organization work environment

Working Conditions

- Will be based in Boston, MA
- Will be expected to travel internationally approx. 10% of time
- Will be based in an office environment
- Will be required to sit/stand for up to eight hours or more per day

Compensation

Competitive base salary commensurate with experience, as well as health/dental/eye insurance, 401(k), and vacation benefits.

Seed does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.