



## Finance & Administration Manager, Country Operations Position Description

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](http://www.seedglobalhealth.org)

### **Position Summary**

The Finance & Administration Manager, Country Operations (FAMCO) contributes their energy, passion, and skills primarily to supporting Seed's Finance & Administration teams in the US, Malawi, Sierra Leone, Uganda and Zambia, in a fast-paced office during a time of rapid growth. The position is a full-time position based in Boston or remotely. The FAMCO supports various finance and administration functions to support Seed's country operations including in-country corporate administration, financial management, subgrants 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**
  - Liaise with the Director of Human Resources on all HR matters
  - Support staff recruitment and contracting in countries where Seed is starting up operations.
  - Develop process for and assist with onboarding and orientation staff in start-up countries
  - In countries with limited operation staff, support the administration of the employee benefits program, maintain HR documents like the employee handbook and employment contracts
  - Maintain relations with human resources firms supporting Seed's operations
- **Finance**
  - Develop policies, procedures, and tools for country financial management, in collaboration with F&A teams in respective countries and US Senior Finance Manager
  - Oversee the monthly financial cycle for Seed's offices in Malawi, Sierra Leone, Uganda and Zambia, including review of monthly funds request, review of financial supporting

- documentation for transactions, ensuring financial controls are being implemented in full
- Support country offices in annual financial audits or other audits
- Support F&A staff and HQ program team on the management of the country budgets
- Review payrolls for Malawi, Sierra Leone, Uganda and Zambia
- Work with US Senior Finance manager to develop policies, procedures, and tools for subgranting to Seed partners in Malawi, Sierra Leone, Uganda and Zambia and help train staff on subgranting
- Support the F&A staff in Malawi, Sierra Leone, Uganda and Zambia to ensure compliance with subgrant policies, procedures, and tools
- Support financial tracking of subgrant budgets covering the country budgets for Malawi, Sierra Leone, Uganda and Zambia
- **General F&A**
  - Ensure efficient and compliant operating of country finance and administration
  - Serve as Boston point person for general F&A needs for Malawi, Sierra Leone, Uganda and Zambia
  - Support the F&A staff in Malawi, Sierra Leone, Uganda and Zambia to develop country specific policies and procedures, including on procurement, inventory, IT, and archiving, and train and support country staff on policies and procedures
  - 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
  - Assist with new registrations and country start-up as and when Seed expands its country focus

### **Qualifications**

- 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 Office required, knowledge of Quickbooks or similar software 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 or remotely, working on EST hours
- Will be expected to travel internationally approx. 10% of time (once safe to do so due to COVID-19 pandemic)
- 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.*