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Finance and Operations Manager, Data.FI Jamaica

Jamaica
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Finance and Operations Manager, Data.FI Jamaica

Company Overview:

About Palladium - Palladium is a global leader in the design, development and delivery of Positive Impact – the intentional creation of enduring social and economic value. We work with governments, businesses, and investors to solve the world's most pressing challenges. With a team of more than 3,000 employees operating in 90 plus countries and a global network of over 35,000 experts, we help improve economies, societies and, most importantly, people's lives. We embrace five core principles in everything we do:

1. **We are One Palladium.** We are all accountable, we take responsibility for our actions, and celebrate the positive impact we create.
2. **Our business grows when our people grow.** We seek out opportunities to develop ourselves, each other, and Palladium.
3. **Our strength lies in our differences.** We harness our unique strengths by listening to and respecting each other.

4. **Making mistakes is part of learning.** We admit our mistakes early, help to make things right, and learn from the experience together.
5. **We don't exist without results.** We're driven by the outcomes we achieve and stay focused on what matters.

Palladium Americas - Our Americas' business team works in Asia, Africa, Europe, the Middle East, and North and South America as well as the Caribbean, fulfilling projects and assignments for clients from institutions, corporations, governments, and foundations based in the Americas. We have offices in Washington, DC, New York City, and Raleigh-Durham, NC.

The DIAS Practice is a dynamic and innovative group with talented and passionate members working toward the goal of improving informed decision making and implementation efficiency in international development projects.

Palladium is currently seeking a Finance Manager, Jamaica to support implementation of the Translating Data for Implementation (Data.FI) award. Data.FI is a five-year global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID). Data.FI partners with PEPFAR programs to accelerate and sustain access to high-quality data to expedite HIV and COVID-19 epidemic control and maintenance. Data.FI supports host country governments to enhance existing health information systems (HIS) and conduct in-depth analysis of epidemiologic and program data to inform management responses to gaps in programming and sustain impact by supporting local partner transition.

In Jamaica, Data.FI will lead a team of technical advisors with expertise in digital health and data analytics to support the government through USAID to better monitor and mitigate the impacts of the COVID-19 epidemic.

Diversity, Equity & Inclusion - We welcome applications from all sections of society and actively encourage diversity to drive innovation, creativity, success and good practice. We positively welcome and seek to ensure we achieve diversity in our workforce; and that all job applicants and employees receive equal and fair treatment regardless of their background or personal characteristics. These include: (but are not limited to) socio-economic background, age, race, gender identity, religion, ethnicity, sexual orientation, disability, nationality, veteran, marital or Indigenous status.

Should you require any adjustments or accommodations to be made due to a disability or you are a neurodivergent individual or any other circumstance, please email our team at accessibility@thepalladiumgroup.com

Safeguarding - We define Safeguarding as "the preventative action taken by Palladium to protect our people, clients and the communities we work with from harm". We are committed to ensuring that all children and adults who come into contact with Palladium are treated with respect and are free from abuse. All successful candidates will be subject to an enhanced selection process including safeguarding-focused interviews and a rigorous due diligence process.

This Opportunity:

The Finance and Operations Manager is a full-time position to support the local activities and oversee the Jamaica Data.FI project finances and operations. This position is responsible for managing and directing the finance, accounting and financial administration, and reporting of the project, including budget administration, accounting, banking and cash management and financial reporting.

The position reports to the Country Director (CD) on a day-to-day basis with specific financial reporting to Director of Finance & Administration at Palladium's US office in Washington, DC.

You and Your Career:

If you are a problem-solver, collaborator, and doer, and you have expertise in project finance and operations, we are interested in hearing from you.

We are a learning organization and provide growth opportunities from the start. We pride ourselves on giving you the freedom, resources, and guidance to chart a fulfilling career!

Key Responsibilities:

- Oversee day-to-day financial management and accounting for the project; maintains and manage financial accounts in coordination with Director of Finance & Administration and the Palladium DC office;
- Ensure that the project meets all donor financial requirements and complies with donor policies and regulations;
- Assist in establishing, maintaining, and updating organizational financial policies and procedures to guide the work of project staff and management;
- Prepare and track project budgets and budget projections; reviews expense reports, vouchers and payment requests, including proper back-up documentation to ensure compliance with established Palladium systems and the client's rules and regulations;
- Work with the Country Director, Activity Manager (AM), Director of Finance and Administration, and Project Delivery Manager in Washington DC to develop annual budgets, projections, financial plans, costing estimates and monthly cash forecasting;
- Maintain regular communication with the senior leadership team at HQ by providing relevant and timely financial information for planning and decision-making purposes;
- Ensure timely payments to staff, consultants, and vendors;
- Work closely with Project Delivery to implement monthly payroll accurately and on time, keep accurate and updated records and conducts regular reviews of staffing financial information;

- Oversee payments to vendors and contractors, consultants and other relevant parties and ensure that proper documentation is present; tracks all tax withholding information that is readily updated and available to project leadership;
- Ensure employees' Travel Expense Reports (TERs) and Travel Advances (TAs) are submitted on time and reconciled properly;
- Maintain complete, accurate and timely financial records; prepares and submit monthly financial reports as directed by
- Director in timely manner; and supporting documents are filed appropriately in hard and soft copies;
- Submits timely submission of month-end accruals to Project Delivery Manager;
- Maintain and oversee internal controls; prepares estimates of monthly cash requirements for HQ; coordinate with the Project
- Delivery Manager from Palladium DC; manage project bank account, reconciles monthly accounts and bank statements; submits receipts and invoices;
- Participate in regular meetings (phone, Microsoft Teams, or Skype) with Washington DC staff to discuss financial items;
- Ensure field vouchers are prepared accurately, supporting documents are in place, and all transactions are coded in accordance with chart of accounts and project charge code(s).
- Maintain up to date personnel files and ensure compliance with local labor laws and with Palladium policies;
- When applicable, assist with an internal or external audit activity;
- Implement fraud mitigation practices and ensure systems and processes are implemented effectively
- Identify potential areas of financial and compliance vulnerability and risk and develop or implement corrective action plans to resolve problematic issues;
- Lead and oversee the development, management, and complete life cycle of a variety of possible procurement mechanisms, including but not limited to purchase orders and sub-contracts.
- Coordinating with Palladium/Washington DC, implement and adjust when required the project's safety and security strategy and protocols, and serves as the point of contact for the person in charge of security;
- Mentor and supervise finance, operations, and other staff engaged in the activities noted here.
- Perform any other responsibilities as may be directed.

Qualifications:

- A Bachelor's Degree (minimum), or a Master's Degree (desirable), in Accounting, Business Management, or other relevant field;
- At least 8 years of work experience in broader finance and administration management with an international organization, including office management, HR, finance, IT, and logistics;

- Demonstrable financial management experience on U.S government-funded programs, including U.S. government policy, procedures, and reporting requirements;
- Experience developing, managing, oversight, and reporting on multi-million-dollar budgets
- Excellent financial and analytical skills;
- Experience directly managing finance and administration staff persons;
- Proven problem identification and resolution experience with budgeting, forecasting, banking, tax authorities, foreign currency transactions, and other related issues;
- Able to communicate effectively and excellent interpersonal skills to form effective working relationships at all levels;
- Experience with Quickbooks, CostPoint and other accounting and budget monitoring tools;
- High level of computer literacy;
- Ability to travel locally within Tanzania;
- Must be legally authorized to work in Jamaica.

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