

Terms of Reference for the Finance Consultant

Title: Finance Consultant

Department: Finance & Administration

Reports To: Controller

Partners of the Americas (Partners) is a nonprofit that connect volunteers, international development professionals, governments, businesses, and higher education institutions to implement programs in Latin America and the Caribbean. By linking local organizations with broader funding opportunities and empowering citizens to become agents of change, we develop lasting solutions to our hemisphere's toughest challenges, together.

Background

Partners has made some major rationalization in its administrative budget over 2016, resulting in the need for this consultancy to support the Controller and on an as-needed basis for the Finance & Administration team.

Outline of the Scope of Work

This Consultancy will assist in the execution of the audit, financial analysis, and in the annual 990's process. This role will also be called upon to conduct financial monitoring of the internal control system and with other internal audit functions.

Duties and Responsibilities

The Consultant will be working to support the F & A team, and under the direct supervision of the Controller.

His/her duties and responsibilities are as follows:

- Prepare and review grant and other financial reports with brief analysis of adverse variance;
- Support the Controller in developing the monthly financial accounts report;
- Assist with the annual 990 process;
- Follow up with our tax accountant on any tax payment due and prepare documents for the payment of these taxes;
- Help the organization in the timely filing of the FFATA Reports.
- Monitor the administrative budget for overspending;
- Review on behalf of the Controller, some of the daily bookkeeping entries;
- Assume other tasks as directed by the Controller.

Key Requirements

- University degree in a subject of relevance for the position or equivalent;
- A minimum of 4 years of professional experience in a related area, preferably in an international development environment and with knowledge and experience in SAGE;
- Well-developed skills in setting priorities, coordinating tasks and a pro-active approach to work;
- Clear communication skills within a multicultural team;
- Excellent organizational and management skills;
- Able to work both independently and as part of a team in a multicultural environment;
- Fully computer literate.

Location / Agreement

The holder of the position will be required to come to the Partners' office at least once per week and will be allowed to tele-commute on the other assigned days based on a prior agreement with the Controller. This will be an initial 6-month agreement, subject to renewal upon satisfactory performance.

Conditions

Fee of the Consultant will be in accordance with the consultant fee policy for the appropriate position.

Application Rules

Qualified candidates are invited to send their cover letter and CV (both in English) by **March 8, 2017** by e-mail to **sase.singh@partners.net**. **Only** short listed candidates will be contacted by March 9, 2017.