



Finance and Operations Manager

Vital Strategies, Brazil Office

Vital Strategies, based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work.

The Position

Vital Strategies is seeking qualified candidates for the position of **Finance and Operations Manager** reporting to the Country Director. The position will be based in Sao Paulo, Brazil and applicants must possess a valid work permit to work in Brazil. Applicants interested in either a fixed term temporary position, or full-time employment, may apply.

Overall Role

Following the successful registration of the Vital Strategies Brazil office, the Country Director requires a high-caliber, dynamic, and well-rounded Operations professional to help establish and set up our new office from scratch. This is an exciting opportunity to join a respected and fast growing international non-profit as it expands its global footprint to meet its ambitious mission.

In year one, the Finance and Operations Manager will leverage their prior relevant experience to build the operational structure of the new office, and prepare staff to move from temporary to permanent offices. The Manager will engage with their U.S. headquarter colleagues to create systems and procedures to ensure strong financial controls, and effective administrative and operations management systems between the U.S. headquarters, the local office, and local third parties. S/he will work under the guidance of the Country Director, and the U.S. Global Operations team to locate and prepare permanent premises. Working closely with the U.S. Headquarters and Country Director, the ideal candidate will be responsible for engaging local accounting and payroll providers, operations suppliers, and other local stakeholders, to establish agreements and procedures that will enable Vital Strategies to open an office and function locally within local compliance requirements.

Limited travel between the U.S., and other Vital Strategies locations may be required during mutually agreed time periods.

Specific Duties

Alongside year one office set up activities, the manager's ongoing core responsibilities will include but not be limited to the following:

Administration, Operations, and Human Resources

- Provide administrative support to the Country Director and Senior colleagues as needed; coordinating business travel, meetings, partner and stakeholder engagements, and other key activities that drives forward the work of the Vital Strategies
- Monitor and track compliance schedule for local requirements
- Monitor and manage IT, Procurement, Facilities, Insurance, and other operational activities; track and coordinate annual, quarterly, monthly, and ad-hoc contracts and service agreements locally or with U.S. Headquarters
- Serve as local HR (Human Resources) Manager, working closely with U.S. Headquarters to manage and support recruitment and retention policies and procedures

Payroll, Budget and Finance

- Develop and manage office operating budget, including monitoring, tracking, and reporting in close liaison with program and finance colleagues
- Manage an RFP process to engage a local accounting and payroll firm. Subsequently oversee and manage activities of the local firm, managing local payroll, filings, audit, and other obligations to ensure compliance locally
- Maintain bank and cash accounts, payments, ledgers and vouchers and all other records and book of accounts, on a day to day basis
- Control salary payments to staff and related benefits/ expenses, including insurance and tax liabilities, monitoring medical and other reimbursables and reconciling the same against entitlements and other requirements
- Maintain records of partner compliance such as Audit Reports, Foreign Contribution returns, Accounts Statements
- Maintain books of accounts; monitor petty cash and bank balances, to ensure sufficient funds are available in the local office

Program Support and Stakeholder Engagement

- Facilitate execution of contractual agreements with selected program partners, enabling grant-making of donor funds to implement approved activities
- Liaise with and coordinate government, donors, partners, stakeholders and other agencies, as necessary, in the context of facilitating successful program implementation and outcomes
- Liaise and follow-up with government officials, private offices, departments, authorities and consultants for obtaining requisite registrations and permissions for establishing a country office, incorporation, taxation/NGO exemption application, etc.

Qualifications and Skill Set

- Bachelor's Degree from a reputed institute or University is required; Master's Degree desirable
- Further education in Business Management, Finance Accounts, Human Resources or International Relations is desirable
- A minimum of five years of progressively increasing experience, independently handling administration, financial and office operations
- Prior experience of budget development and management is essential
- Knowledge in developing office operations from the start-up phase of a reputed organization, preferably in the non-profit development sector, is a distinct advantage
- Experience with liaising with government authorities is a plus
- Good oral and written communication skills; (fluency in English is required)
- Proficiency in MS suite of applications
- Good organizational skills, with the ability to independently resolve problems
- Ability to oversee vendors including in-house contractors
- Staff management and coaching is an advantage

How to Apply

Please send CV and a cover letter, including salary requirements to hr@vitalstrategies.org by **February 2, 2018**. Only shortlisted candidates will be contacted.