



JOB POSTING

Position Title:	Project Manager - Finance and Reporting
Location:	Ottawa, Canada
Supervisor:	Deputy Director, Operations and M&E
Language Profile:	English (Full Professional Proficiency); Spanish is a strong asset
Salary and Benefits:	Commensurate with experience; Group health and other benefits
Application Deadline:	Applications will be reviewed until the position is filled

ABOUT PARLAMERICAS

ParlAmericas is the inter-parliamentary institution that promotes parliamentary diplomacy in the inter-American system. Convening the national legislatures from North, Central and South America and the Caribbean, ParlAmericas works to strengthen democratic governance in the hemisphere by enhancing the ability of legislators to fulfill their roles and responsibilities through exchanges of good practices, the production of tailored resources, and by promoting cooperative political dialogue between parliaments and with civil society organizations at a regional and national level.

POSITION SUMMARY

ParlAmericas is seeking a multi-talented professional with a background in international development project financial management and donor reporting to support the planning, management and monitoring of international development projects with parliaments and civil society across Latin America and the Caribbean. The Project Manager - Finance and Reporting will be the specialist that develops budgeted project work plans, monitors actual expenditures for planned activities and develops progress reports in compliance with donor agreements for these projects. The Project Manager - Finance and Reporting will coordinate with and backup other senior staff responsible for monitoring and evaluation, narrative reporting, and donor relations for these projects.

RESPONSIBILITIES

Project Financial Management:

- Coordinate with ParlAmericas programming staff to plan and manage the financial components of project activity implementation including budgeting, monitoring of expenditures, ensuring timely and accurate reconciliation, collecting of financial records including on cost-shared components of activities and documentation of any variance.
- Perform ongoing financial and variance analysis through projects' implementation and offer recommendations for possible improved courses of action to ensure efficient use of project funds.
- Prepare detailed annual project budgets and quarterly/semi-annual activity and output level financial and narrative variance analyses for donor reports in coordination with staff responsible for project monitoring and evaluation and donor reporting to ensure alignment.
- Review monthly project expenses, bank reconciliations and GLs, and manage cash balances for all projects at HQ and in coordination with finance staff of partner organizations where relevant.
- Analyse contracts, as requested, to verify compliance with procurement policies and practices.
- Analyse funding requests from partner organizations to verify alignment with relevant project objectives and budgets and eligibility under donor agreements.



- Ensure that relevant staff in partner organizations are properly trained in terms of accounting, preparation of budgets, and procurement and expense reconciliation practices, in compliance with ParlAmericas financial policies and practices and donor requirements. Occasional travel to field offices may be required to assist with overseas financial procedures.

Business Development:

- Support proposal planning, including through the review of RFPs to acquire an understanding and provide analysis that informs go/no-go decision-making.
- Conduct research and prepare detailed estimates, budgets and other financial elements of proposals to various donors. Develop related materials and provide other support to outreach efforts with new potential funders.
- Develop and maintain a record-keeping system to track research performed, prospects identified and submissions to funding opportunities.

Monitoring and Evaluation/Donor Reporting:

- Coordinate with relevant ParlAmericas staff and partner organizations to ensure the timely collection and consolidation of activity evaluation and participant data. Support quality control reviews and maintenance of related tracking systems and spreadsheets.
- Support the drafting of baseline and end line reports and monitoring of performance indicators involving external datasets and/or surveys, interviews and other periodic data collection efforts.
- Support the drafting of project implementation plans, annual work plans, progress reports, and other donor reporting deliverables, as required.

QUALIFICATIONS

- Eligibility to work in Canada and ability to perform work from the ParlAmericas Secretariat Office located in Ottawa, Canada.
- A minimum of five (5) years of experience in international development project management, with demonstrated experience developing and managing project budgets and drafting related components of donor reports from the perspective of an implementing organization.
- A degree/diploma in project management, business administration, finance, accounting or a related field.
- A CPA designation (or on in progress) and/or experience with accounting software are considered assets.
- Knowledge of Global Affairs Canada and other funder budget and finance reporting guidelines and results-based management practices.
- Ability to prepare financial reports, develop and maintain budgets, monitor cash flows and expenditures, and maintain complete project finance and procurement records.
- Demonstrated excellence in verbal and written communication in English, including the ability to analyse and synthesise complex information and draft narrative and financial donor reports with superb attention to detail. Working knowledge of Spanish is considered an asset.
- Strong analytical, communication and problem-solving skills. Capacity to identify and articulate potential challenges and solutions in a concise and clear manner.



- Ability to function with a significant level of flexibility and autonomy, performing various and complex tasks under competing deadlines in coordination with other staff while demonstrating initiative and sound judgment.
- Exceptional project management, time management and organizational skills.
- Highly computer literate with advanced knowledge of MS Excel, MS Office Suite, and finance system automation
- Availability for travel abroad, when required.

WORKING CONDITIONS:

ParlAmericas is a small, dynamic, open-concept office environment. While team members are currently working remotely, occasional onsite work at the ParlAmericas Secretariat, located in Ottawa, Canada is required for this position.

This position may require occasional travel in the Americas and the Caribbean and some irregular work hours.

TO APPLY:

Please send your C.V. and a cover letter in English describing what you can bring to the position and the organization, to info@parlamericas.org with the subject header "Project Manager – Finance and Reporting."

Applications will be considered on an ongoing basis. Only shortlisted candidates will be contacted. No phone calls please.

ParlAmericas is an equal-opportunity employer, offering competitive compensation and a stimulating, professional work environment. Visit us at www.parlamericas.org.