

CORE

Community Organized Relief Effort

JOB OFFER

Internal and External Recruitment

Finance & Admin Director

Location	Port-au-Prince, Haiti (Delmas 32 office)
Reporting to	Country Director, CORE Haiti
Works closely with	Programme Director, Project Managers, CORE HQ Finance
Contract type	Fixed-term (initial 12 months, renewable subject to funding)
Start date	As soon as possible
Languages required	French (professional level, required); English (professional level, required); Haitian Creole (strong asset)
Key donors	WFP/PAM, US Department of State / WHA Bureau

About CORE

CORE (Community Organized Relief Effort), also known as J/P Haitian Relief Organization, is a US-based INGO that has operated in Haiti since 2010, reaching more than 2.2 million people with emergency, recovery, and resilience programming. CORE works with a largely Haitian national staff team across food security, cash and voucher assistance, WASH, shelter, and health, with offices in Delmas 32, Port-au-Prince.

CORE currently implements two active projects in Haiti: a WFP/PAM-funded unconditional cash transfer project (FLA WFP/HTI/2026/CORE/PM/001) covering Port-au-Prince and Delmas, and a US Department of State / WHA Bureau grant addressing food security and cholera prevention across the West, Artibonite, and Northwest departments.

Role Summary

CORE is seeking an experienced and dependable Finance & Admin Director to lead financial management and administration across its Haiti country programme. The Finance & Admin Director sits on the Senior Management Team (SMT) and is the principal point of accountability for financial systems, donor compliance, grant reporting, and administrative operations — including oversight of human resources and office management functions.

The Finance & Admin Director is responsible for ensuring that CORE's financial management is sound, transparent, and compliant with both donor regulations and CORE's internal policies, while also providing the administrative backbone that enables CORE's teams to operate effectively in a complex and insecure environment.

Essential Job Duties

1. Financial Planning & Budget Management

- Lead development and management of the Haiti country programme budget, working closely with the Country Director and Programme Director to ensure accurate budget forecasting, resource allocation, and multi-donor planning.
- Maintain up-to-date budget follow-ups (BFUs) for all active projects, providing monthly variance analysis to the SMT and all budget holders with clear commentary and recommended corrective actions.
- Monitor burn rates across both active projects (WFP/PAM CVA project in HTG; DoS/WHO food security and cholera prevention grant in USD), flagging under- or over-spend risks proactively to the Country Director.
- Support proposal development by preparing donor budgets, cost analyses, and budget narratives in close coordination with the Programme Director and CORE HQ.
- Manage cash flow planning across both projects, ensuring advance requests, disbursements, and replenishments are timed to meet operational needs without cash shortfalls.

2. Accounting & Financial Controls

- Oversee CORE Haiti's day-to-day accounting operations, ensuring all transactions are recorded accurately, completely, and on time in line with CORE's financial management framework and applicable donor regulations.
- Maintain separate ledgers and accounts for WFP/PAM and DoS/WHO project funds as required under each donor agreement, ensuring funds are used only for authorised purposes.
- Ensure robust financial controls are in place across all CORE offices and project sites, including controls over cash, bank accounts, cheques, petty cash, procurement, and asset management.
- Oversee HTG/USD currency exchange management, maintaining accurate records of exchange rates applied and minimising exposure to foreign exchange losses.
- Ensure all supporting documentation for expenditure is complete, properly authorised, and retained in accordance with CORE's document retention policy and donor requirements (WFP requires 5-year retention under the FLA General Conditions).
- Conduct and oversee monthly bank and cash reconciliations for all CORE Haiti accounts, ensuring discrepancies are identified and resolved promptly.

3. Donor Financial Reporting & Compliance

- Prepare accurate and timely financial reports for all active donor grants — including WFP/PAM monthly invoicing packages (invoice, expense report, financial narrative) and DoS/WHO financial reports — ensuring compliance with each donor's specific requirements.
- Ensure CORE's implementation of WFP projects fully complies with the FLA's financial obligations, including the submission of invoices between the 1st and 15th of the following month, management of the startup advance, and reimbursement of unspent funds.
- Maintain close coordination with WFP's Technical Contacts (Finance) and the DoS/WHO grants management team, responding promptly to queries on financial matters.
- Lead preparation of CORE Haiti's audited financial statements and coordinate all statutory and donor audits, providing auditors with full, timely access to financial records, accounts, and relevant documentation.
- Ensure CORE's financial systems and practices remain audit-ready at all times, with no significant gaps in documentation or internal controls.
- Monitor compliance with anti-fraud, anti-corruption, and anti-terrorism financing obligations as set out in donor agreements and CORE's internal policies and escalate any suspected breaches immediately to the Country Director.

4. Treasury & Cash Management

- Manage CORE Haiti's banking relationships, ensuring accounts are properly maintained and signatories are kept current.
- Oversee the management of CORE's HTG account and any USD accounts, ensuring accurate records of all transfers and balances.
- Manage CORE's petty cash funds across the Delmas office and any field locations, ensuring proper authorisation, reconciliation, and replenishment.

- Ensure all wire transfers, inter-account movements, and cash disbursements are properly authorised, documented, and recorded.
- Prepare cash flow projections for each project on a rolling three-month basis and submit advance requests to donors in a timely manner.

5. Human Resources Management

- Lead HR administration for CORE Haiti, working closely with the Country Director and project managers to ensure all staff positions are properly recruited, contracted, onboarded, and managed in line with Haitian labour law and CORE's HR policies.
- Maintain complete and up-to-date personnel files for all CORE Haiti staff, including signed contracts, job descriptions, ID documentation, performance records, leave records, and training certificates.
- Manage CORE Haiti's payroll, ensuring accurate and timely payment of salaries, benefits, and allowances for all national staff, and that all statutory deductions (social security, taxes) are correctly calculated and remitted.
- Oversee recruitment processes for CORE Haiti positions, including preparation of vacancy announcements, coordination of shortlisting and interviews, reference checks, and offer letters, in coordination with the relevant hiring manager.
- Ensure all new staff complete mandatory inductions covering CORE's code of conduct, safeguarding and PSEA policy, security protocols, and financial compliance obligations.
- Administer staff leave, ensuring leave balances are accurately tracked and that adequate cover is maintained across all project functions.
- Manage staff performance review processes, supporting managers to set objectives, conduct reviews, and document outcomes in accordance with CORE's performance management cycle.
- Handle disciplinary and grievance processes in accordance with CORE's HR policies and Haitian labour law, escalating complex cases to the Country Director and CORE HQ HR as needed.
- Ensure CORE Haiti's HR practices remain compliant with all applicable Haitian employment regulations and donor requirements regarding staffing and labour standards.

6. Administration & Office Management

- Oversee day-to-day administration of CORE's Delmas 32 office, including facilities management, lease and utilities management, office supplies procurement, generator fuel management, and internet/communications services.
- Manage CORE Haiti's asset register, ensuring all organisational assets (vehicles, IT equipment, office furniture, field equipment) are properly recorded, tagged, maintained, and disposed of in accordance with CORE's asset management policy and donor requirements.
- Oversee vehicle fleet management in coordination with project managers and the Security focal point, including maintenance scheduling, fuel tracking, driver management, and journey management records.
- Ensure CORE Haiti's legal compliance, including maintaining valid NGO registration, tax status, and any other permits required to operate in Haiti, and liaising with CORE's legal advisors as needed.
- Manage procurement processes for office and administrative purchases, ensuring competitive sourcing, proper authorisation, and full documentation in line with CORE's and donors' procurement policies.
- Oversee IT systems and connectivity at the Delmas office, coordinating with CORE HQ IT support as needed.

7. Financial Risk Management & Internal Controls

- Maintain and regularly update CORE Haiti's financial risk register, identifying key risks (fraud, exchange rate, cash flow, compliance) and ensuring mitigation measures are in place.
- Participate in CORE Haiti's Risk Management Team (RMT) and contribute financial risk perspectives to broader organisational risk discussions.
- Conduct periodic internal control reviews across project financial processes, identifying weaknesses and implementing improvements.
- Ensure robust segregation of duties across all financial processes, including procurement, payment authorisation, and cash management.

- Promote a culture of financial accountability and transparency across CORE Haiti staff, providing regular training and guidance on financial policies and compliance requirements.
- Ensure CORE Haiti's financial management practices comply with CORE's global anti-fraud and anti-corruption policies and all applicable donor requirements, including WFP's zero-tolerance stance on fraud and corruption as set out in the FLA General Conditions.

8. Reporting & SMT Contribution

- Prepare monthly financial management reports for the Country Director, SMT, and CORE HQ, including burn rate summaries, cash position, and key financial risks.
- Provide financial input to country strategy, annual planning, and proposal development processes, including budget modelling and cost analysis.
- Participate actively as a member of the SMT, contributing to strategic and operational decisions and sharing accountability for the overall performance of the Haiti country programme.
- Liaise with CORE HQ Finance on monthly financial close processes, reporting, and any audit or compliance matters.

Supervisory Responsibilities

The Finance & Admin Director directly supervises:

- Head Accountant / Senior Accountant
- Finance Officer(s) / Bookkeeper(s) (as applicable)
- Administrative Officer / Office Manager (as applicable)

The Finance & Admin Director maintains a functional relationship with all Project Managers and their teams with respect to financial compliance, budget management, and administrative support.

Required Qualifications & Experience

Education

- Bachelor's degree minimum in accounting, finance, business administration, or a related field. A master's degree or professional accounting qualification (ACCA, CPA, or equivalent) is strongly preferred.

Experience

- Minimum 7 years of progressive experience in financial management in international NGO or development contexts, with at least 3 years in a senior finance role.
- Demonstrated experience managing multi-donor grant portfolios including compliance with WFP, USAID/BHA, US Department of State, ECHO, or equivalent institutional donors.
- Direct experience managing HR and administration functions in an INGO context, including payroll, recruitment, and compliance with local labour law.
- Experience with both HTG and USD financial management, including currency exchange controls, is a strong advantage.
- Experience in a fragile or conflict-affected context, particularly in Haiti or the Caribbean, is a significant advantage.
- Familiarity with WFP's Field Level Agreement financial requirements, including invoicing cycles, advance management, and audit obligations, is a strong asset.

Skills & Competencies

- Strong technical accounting skills and a thorough understanding of financial management best practice in humanitarian and development settings.
- Excellent budget management and analytical skills, including proficiency in Excel-based financial modelling and multi-project budget tracking.
- Sound understanding of donor financial compliance requirements and audit processes.
- Strong HR and people management skills, with knowledge of Haitian labour law an asset.
- High integrity and personal commitment to transparency and accountability.

- Excellent communication skills — able to present financial information clearly to non-finance staff and senior management.
- Ability to work under pressure and manage competing priorities in a complex, insecure environment.

Languages

- French: Professional working proficiency (required — donor reporting, government liaison, staff management).
- English: Professional working proficiency (required — CORE HQ reporting, donor relations).
- Haitian Creole: Working proficiency (strong asset — national staff management and community engagement).

Working Conditions

This is a Port-au-Prince-based role. Some field travel to CORE's operational departments (West, South, Nippes, Grand'Anse) may be required. The Finance & Admin Director must be willing to operate within CORE's security protocols at all times. Given the complexity of CORE's financial obligations and the demands of managing both HTG and USD grant portfolios simultaneously, the role requires a high degree of organisation, attention to detail, and availability during financial close and reporting periods.

Equal Opportunity

CORE provides equal employment opportunities to all employees and qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or any other protected characteristic. We are committed to building a diverse and inclusive team that reflects the communities we serve. Haitian nationals are strongly encouraged to apply.

How to Apply

If you believe your qualifications meet the requirements, please submit applications in one document to the Human Resources Department to: hrstaffing@jphro.org mentioning in the subject of the email the job title "**Finance & Admin Director**" no later than **July 5, 2026 at 11:59 pm**.

- Updated CV (maximum 3 pages)
- Cover letter addressing how you meet the mandatory requirements and your experience managing donor-funded grant portfolios (maximum 2 pages)

Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.