



August 2018

Make your mark. Impact quality health care in Africa.

LifeNet International is recruiting a **Finance and Administrative Director** to join our team as we work to improve health outcomes in our partner health facilities in Africa.

LN is a nonprofit organization that creates innovative solutions for the everyday health challenges facing East Africa's poor. In 2012, LN launched a conversion franchise network in Burundi, East Africa to build to capacity of local faith-based clinics and hospitals through nurse training, management training, growth financing and medicine supply. We have rapidly expanded to a network of over 100 partner facilities in Burundi, Uganda, the D.R. Congo, and Malawi, and we will continue to scale up in 2018 and beyond. Our goal is to improve clinical performance 50% within 24 months of partnership, but we regularly see performance double in that time. In addition, LN aims to help clinics achieve financial sustainability through our medicine supply and equipment financing. Our vision is to double the quality of care received at 20,000,000 patients visits in 1,000 franchised clinics operating in 10 African countries.

Burundi, Malawi, Uganda, and the D.R. Congo have the lowest human development ratings given by the UNDP. In Burundi, 10% of children die before the age of 5; in Malawi, Uganda and the D.R. Congo, child mortality is 5.2%, 6.9% and 11.5%, respectively. Doctors in these countries are largely concentrated in a handful of urban areas where less than 15% of the populations live. The rest of the population depends upon community health centers that often struggle to provide even the most basic care and medicines. LN aims to make significant and sustainable improvements to quality of care in these health centers through our conversion franchise model.

JOB DESCRIPTION

The Finance and Administrative Director will support LifeNet's leaders by providing and leading financial and administrative services in order to ensure effective, efficient and accurate financial and administrative operations. The ideal candidate is driven, organized, dependable, and tech savvy. Your work will directly impact our programs in East Africa as we serve over 100 health centers in 4 countries with medical and business training, pharmacy supply, and growth financing. You will report directly to the Executive Director (ED) and work with other LN staff as needed. The position is full-time and will be based in the Washington, DC area. Specifically, your responsibilities will include, but are not limited to:

- Being the scorekeeper and keeping the ED well-informed about LN's financial and business performance
- Performing data analysis to help ED discover critical knowledge that will improve the organization: trends, opportunities, possible threats
- Financial planning including forecasting, budgeting, and modeling

3001 Mercy Drive
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www.lninternational.org



- Taking a leading role in bringing operational excellence into LifeNet, installing just the right amount of process, reporting and structure
- Being a trusted advisor
- Helping LN mitigate risk in all business decisions and activities
- Performing administrative duties and assisting with other projects as required
- Leading a finance and administrative team in the future as the organization grows
- Current day-to-day operations such as:
 - ▶ Performing cash reconciliation for each country office
 - ▶ Collecting and compiling monthly expense reports and country-specific financial information
 - ▶ Coding income and expenses in Quickbooks
 - ▶ Preparing monthly, quarterly, and annual financial reports (balance sheets, income statements), cash flow projections, and other metrics for the ED
 - ▶ Processing and monitoring payments and receipts, including payroll and reimbursements
 - ▶ Maintaining financial and administrative data management systems
 - ▶ Managing US and country audits (possibility of travel to Africa)
 - ▶ Managing US tax and statutory reporting
 - ▶ Maintaining loan schedules, inventory accounting, credit processing records
 - ▶ Building organizational and program budgets and financial reporting for programs

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QUALIFICATIONS

- MBA and background in finance or accounting
- Knowledge of generally accepted accounting principles
- Highly organized
- Excellent quantitative skills and capacities in data analysis including modeling, projections, metrics, and more (beyond bean-counting)



- Experience managing, tracking, and reporting on financial information preferred
- Self-managing individual who takes initiative and can operate in a start-up environment (resilient, positive, never-give-up person)
- Experience working in a diverse team to accomplish goals
- Well-rounded individual (jack-of-all-trades kind of person), and willing to learn
- Tech savvy
- Working knowledge of Quickbooks preferred
- Honest and trustworthy
- Well-aligned with LN's Christian identity and mission philosophy

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COMPENSATION AND BENEFITS

- Negotiable based on experience

APPLY

Send a cover letter and resume to recruiting@LNinternational.org , with "Finance and Administrative Director" in the subject line.

Legal Background in the United States LN is both an equal opportunity employer and a faith-based religious organization. This means that we conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of LifeNet International as an equal opportunity employer does not prevent the organization from hiring staff based on their religious beliefs so that all staff share the same religious commitment.

Pursuant to the Civil Rights Act of 1964 Section 702 (42 U.S.C. 2000e 1(a)) LN has the right to and does hire only candidates who agree with LN's Statement of Faith.