LIFENET INTERNATIONAL
TRANSFORMING HEALTHCARE ACROSS AFRICA

PO Box 21457
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LNinternational.org

Job Description:
Finance Officer/
FCI Subaward and Financial Compliance

November 2026

Position Location	Remote within the United States, must have the legal right to work within the United States
Reports to	VP of Finance and Administration, with a dotted reporting line to the FCI Project Director
Time Equivalency	Full time employee (100% FTE)

LifeNet International transforms African healthcare facilities to provide quality, sustainable healthcare and save lives. The healthcare needs in sub-Saharan Africa are great. Equally great are the talents and resources present in these communities. LifeNet equips and empowers existing healthcare providers and institutions in Africa's faith-based healthcare sector. Rather than building parallel systems, LifeNet strengthens local facilities, people, and resources so they can serve their communities with respect, confidence, and evidence-based knowledge.

At LifeNet, we value: (1) Honoring God and others in all we do; (2) Sustainable impact at scale; (3) High-quality, compassionate healthcare; (4) Evidence-based programming; and (5) Local church ownership and decision-making.

POSITION SUMMARY

The FCI Finance Officer is the headquarters level financial steward for LifeNet International's role in the Faith and Communities Initiative (FCI), a five-year, annually renewed, multi-country project funded by the U.S. Department of State and led by World Vision. The position owns the accuracy, completeness, and compliance of project financial information from field transaction through donor report. It is the central point of coordination among the program accountants and Finance Manager in Burundi, the Global Service Office (GSO) Regional Finance Officer, and LifeNet's headquarters finance function, and it provides the independent financial check confirming that costs charged to the award are allowable, allocable, reasonable, and adequately documented.

This is a full time position, with 100% of effort allocated to the FCI project. The FCI Finance Officer serves as the technical finance lead and primary US counterpart to the Burundi-based FCI Finance Manager. This is not a direct supervisory relationship; personnel management and day-to-day country-level supervision remain within the Burundi reporting structure. The Finance Officer provides technical direction and backstopping for project financial setup, donor compliance, accounting processes, internal controls, reporting, and closeout. The Finance Officer establishes project finance standards and review requirements, provides ongoing coaching, reviews financial deliverables, and works collaboratively with the FCI Burundi Finance Manager to ensure effective day-to-day financial management of the project. The FCI Burundi Finance Manager is responsible for daily implementation, local coordination, and management of country-level finance activities, which the Finance Officer may require corrections or documentation from the FCI Burundi Finance Manager before financial submissions are approved.

RESPONSIBILITIES

Award Accounting and Financial Reporting (30%)

- Own the headquarters accounting record of FCI project activity, including the review, coding, and posting of project transactions to the correct award, cost center, activity, and budget line.

- Perform the monthly financial review of field submissions from Burundi, testing expenditures, supporting documentation, cash advances, and liquidations for accuracy, completeness, and compliance before they are recorded.
- Reconcile project cash, advances, receivables, payables, accruals, and interoffice balances between GSO and Burundi each month, and clear reconciling items on a defined timetable.
- Prepare and submit accurate financial reports to LifeNet leadership and World Vision on schedule, including expenditure reports, accruals, pipeline analysis, and any supplementary schedules required by the prime recipient and the U.S. Department of State.
- Prepare invoices, fund requests, and cash flow projections, and monitor receipts and disbursements so the project holds sufficient liquidity without carrying excess cash.
- Manage multicurrency accounting, exchange rate treatment, and gain or loss recognition for expenditures incurred in Burundian francs.
- Maintain an audit ready documentation file behind every financial submission, including reconciliations, approvals, exchange rates, and the calculations supporting reported figures.

Compliance with U.S. Government and Donor Requirements (25%)

- Apply 2 CFR 200 (Uniform Guidance) cost principles, administrative requirements, and audit requirements to daily transaction review, and document the basis for allowability determinations.
- Interpret the subaward agreement with World Vision, U.S. Department of State standard provisions, and applicable flow down requirements, and translate them into finance procedures, checklists, and staff guidance.
- Review cost allocation, level of effort, and timekeeping documentation to confirm that charges to the award reflect work actually performed and follow approved methodologies.
- Apply the approved indirect cost rate consistently, verify indirect cost recovery, and reconcile recovery to reported direct costs.
- Monitor procurement, travel, consultant, and subcontract transactions for compliance with donor rules and LifeNet policy, including competition, documentation, and vetting requirements as applicable.
- Track cost share or matching commitments where applicable and maintain the documentation supporting reported contributions.
- Identify questioned, unsupported, or unallowable costs early, document them, propose corrective action, and escalate matters requiring executive, legal, or donor decision.

Budgeting, Forecasting, and Financial Analysis (20%)

- Maintain the detailed project budget by year, activity, cost category, and location, and keep it reconciled to the approved donor budget at all times.
- Produce monthly budget versus actual analysis with written variance explanations for the Director of Finance and the FCI Project Director, flagging over and under spending early enough for corrective action.
- Prepare rolling expenditure forecasts, burn rate analysis, and pipeline projections that show whether the project will spend on plan through the period of performance.
- Model the financial impact of workplan changes and prepare budget realignments, modification requests, and prior approval requests for submission to World Vision.
- Support budgeting for extensions, modifications, and related proposals, including staffing costs, allocation assumptions, and application of the indirect cost rate.
- Present analysis clearly for readers who are not finance professionals so that project leadership can make timely resource decisions.

Field Finance Coordination and Capacity Strengthening (15%)

- Serve as the technical finance lead and headquarters counterpart to the FCI Burundi Finance Manager and program accountants, establishing the project's financial calendar, standards, templates, controls, and review expectations while supporting effective country-level implementation.
- Serves as technical finance lead and backstop to the FCI Burundi Finance Manager, without direct supervisory authority.
- Coordinate closely with the GSO Regional Finance Officer so that a US review, regional oversight, and country level accounting reinforce rather than duplicate one another, with clear ownership of each control.
- Provide practical coaching and written guidance to country finance staff on donor rules, documentation standards, coding, and recurring findings, and follow up until issues are resolved.
- Review country level internal controls and support strengthening of segregation of duties, approval thresholds, cash handling, and supporting documentation practices.

- Support onboarding of new finance staff and orient program staff on budget responsibilities, allowable costs, and documentation requirements.

Audit, Internal Control, and Closeout (10%)

- Prepare project schedules, reconciliations, and supporting documentation for the annual financial statement audit, the Single Audit under Uniform Guidance, donor audits, and monitoring visits or reviews by World Vision or the U.S. Department of State.
- Serve as the finance point of contact for auditors and external accounting support on FCI matters, and track findings and management responses through to closure.
- Maintain and improve finance procedures, templates, and records retention practices specific to the award.
- Manage annual and project closeout activities, including final accruals, final expenditure reporting, disposition of property and inventory records, and archiving of financial records.

THIS JOB MAY BE A FIT FOR YOU IF YOU HAVE:

- Alignment with LifeNet's Christian identity, mission, and values, together with sensitivity to the beliefs and contexts of LifeNet's partners. This means that you would feel comfortable to sign on to the Apostles' Creed and to participate in the spiritual practices with colleagues including prayer and devotions.
- A bachelor's degree in accounting, finance, or a closely related field.
- Technical accounting expertise at the level normally evidenced by an active CPA or equivalent qualification such as CMA, ACCA, or Chartered Accountant. Active certification is strongly preferred; substantial hands-on accounting experience may substitute.
- At least 5 to 7 years of progressively responsible accounting experience, including substantial experience with awards funded by the U.S. Government.
- At least 3 years of that experience within an international NGO, including support to field offices or country programs.
- Working knowledge of 2 CFR 200 (Uniform Guidance), including cost principles, allowability, allocability, procurement standards, subrecipient monitoring, and audit requirements.
- Demonstrated experience preparing donor financial reports, invoices, and fund requests, and reconciling them to the accounting records.
- Demonstrated experience with budget versus actual analysis, expenditure forecasting, pipeline analysis, and budget realignment.
- Experience with indirect cost rates, cost allocation methodologies, and level of effort documentation.
- Experience supporting external audits, including audits conducted under Uniform Guidance.
- Advanced Excel skills and proficiency with an accounting system or ERP such as Sage Intacct, QuickBooks, or Microsoft Dynamics.
- Comfort with multicurrency transactions and the practical realities of accounting across countries and time zones.
- Strong writing and communication skills, including the ability to explain financial and compliance requirements clearly to colleagues who are not finance professionals.
- Sound judgment, discretion with sensitive information, and the integrity to hold a firm line on documentation and compliance while remaining a constructive partner to program staff.
- Ability to work effectively across cultures, functions, and time zones, including regular working overlap with colleagues in Burundi.
- Advanced proficiency with Microsoft 365 and Google Workspace.
- Ability and willingness to travel internationally up to approximately 5% of the time, subject to project needs.

PREFERRED QUALIFICATIONS

- Experience with awards or subawards funded by the U.S. Department of State.
- Experience serving as a subrecipient under a prime international NGO such as World Vision.
- Experience supporting programs in East or Central Africa, particularly in francophone contexts.
- Working proficiency in French.
- Experience in the health sector or in health systems strengthening programming.
- Experience designing or improving finance policies, procedures, and internal controls across a headquarters and country office structure.

COMPENSATION INCLUDES:

- Gross salary between $80,000 - $100,000, commensurate with experience
- Paid leave, medical, and retirement benefits in line with LifeNet's applicable policies for U.S.-based employees.

TO APPLY:

Please send a cover letter and CV to recruiting@LNinternational.org with the subject line "FCI Finance Officer." The cover letter should explain your interest in LifeNet's mission and how your experience prepares you for this role.

LifeNet is an equal opportunity employer and a faith-based religious organization. LifeNet conducts 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.

Pursuant to Section 702 of the Civil Rights Act of 1964 (42 U.S.C. § 2000e-1(a)), LifeNet hires candidates who agree with LifeNet's Statement of Faith.