

Project Administrator

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Company: Fuzu

Location: Kisumu

Category: business-and-financial-operations

Job Summary

Contract Type:

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Required Experience

Bachelor's degree in finance, accounting, economics or relevant field from an accredited college or university.

Three to five years of relevant professional experience.

Experience in non-profit sector highly desirable particularly having knowledge of US Government rules, regulations and cost principles related to non-profit funding.

Salesforce experience desirable.

Unit4 Business World (Agresso) experience desirable.

Strong Excel skills.

Excellent interpersonal and communication skills that include a proactive approach to solving problems and identifying opportunities for improved efficiency.

Strong organizational skills, detailed & solution-oriented, superb follow-through, and ability to work independently with minimal supervision.

Demonstrated ability to develop and administer contractual agreements of multiple projects

or programs concurrently.

Ability to synthesize data from a variety of sources and systems into thoughtful, well-organized reports.

Demonstrated ability to work well in a team environment and build relationships with diverse departments, collaborators, and field staff.

Financial management, budgeting, and forecasting skills preferred.

Proficiency in MS Office Suite, including Word, Outlook and Access.

Responsibilities

Provide project administrative support of the institutional agreement process. Partner closely with legal, human resources, procurement, IT and other shared services departments in the execution of consultant, professional and other contractual agreements.

Develop and oversee execution of contractual agreements. Includes data entry, liaising with external vendors to obtain information and documents, communicating with internal PATH staff, and maintaining detailed and accurate tracking sheets and logs.

Provide input on agreement provisions, assist with development of contractual scopes and payment schedules and/or payment terms.

Maintain monitoring systems to ensure timely receipt of deliverables, adherence with terms of agreements, and timely payments to contractors.

Prepare reports and analysis to support team management and strategy.

Process transaction approvals in a timely manner. Includes auditing transactions for accuracy and completeness and communicating with internal PATH staff.

Provide analytical support to FP&A team members. Includes developing and maintaining financial models and analytical tools, using Excel or other software packages.

Provide support to division leaders in management of internal funding allocations, such as bid and proposal.

Troubleshoot and resolve department financial and administrative issues in a highly matrixed

and complex environment.

Support the FP&A team with Unit4 Business World (Agresso) budget upload, extraction, and data processing.

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