

# Director, Finance and Administration

## Millennium Challenge Account-Belize (MCA-Belize)

### About MCA & the Belize Compact

The Government of Belize (GoB) and the Millennium Challenge Corporation (MCC) signed a US\$125M grant agreement on September 4, 2024. MCC is a U.S. government agency focused on assisting countries and is dedicated to good governance, economic freedom, and investing in people. The goal of the Compact is to reduce poverty through economic growth in Belize by implementing an Education project and an Energy Project. The Compact is expected to enter into force in 2026 and be implemented over five years. The Parliament of Belize established an independent executing agency called the Millennium Challenge Account-Belize (MCA-Belize) to undertake the rights, obligations, and responsibilities of the Government of Belize under the Compact. The MCA-Belize is located in Belize City.

### Director, Finance and Administration

#### Position Objective

The Director of Finance and Administration will lead the finance and administration unit of MCA-Belize. The Director is responsible for the strategic and day-to-day management of the compact's budget, the overall administration of the MCA-Belize, the MCA-Belize's fiduciary integrity, and ensuring the health of the Compact's financial management throughout its life. In addition, this individual is responsible for managing the Fiscal Agent Agreement.

#### Compensation

The basic salary for this position is between \$7,590.00 and 10,435.00 BZD per month. Qualified candidates will be offered the minimum of the pay band, with opportunities to advance within the pay band based on performance. In exceptional cases, a candidate may be placed above the minimum based on prior experience and salary history, in compliance with MCA HR Policy. MCA-Belize also provides comprehensive benefits.

#### Responsibilities

The Director of Finance and Administration, under the supervision of the Managing Director for Operations, will be expected to carry out the following among his/her primary responsibilities:

- Lead the MCA's overall Finance and Administrative functions and ensure that sufficient finance, accounting, and administrative support is provided to its operational and programmatic functions to deliver on the Compact's targets.
- Work closely with other MCA-Belize Directors to ensure a well-functioning and collaborative environment and provide reports and technical expertise to the Executive Director as required.

- Analyze MCA-Belize operational and programmatic needs and assess the capacity of a multi-fund, multi-year set of resources (over USD 125 million), complex projects, and daily operational requirements.
- Forecast cash flows, accurately project future needs, and lead the development of funding requests to ensure disbursement of funds from MCC and the Government of Belize.
- Develop policies and plans for managing the MCA's fiscal resources, aligned with the MCA's overall plan and per MCC fiscal accountability and transparency policies, as well as internal and external audit standards and requirements.
- Oversee the production of periodic financial reports for the decision-making of MCA management, MCC, and Government of Belize stakeholders.
- Lead MCA-Belize's management team during budget and audit exercises, including serving as the authority on compliance with the financial requirements of the compact and related agreements.
- Build the Finance team by recruiting staff and identifying technical resources (e.g., external consultants, MCC technical resources) to provide external advice and expertise aligned with the MCA's strategic needs.
- Guide MCA-Belize program staff and implementing entities on MCC financial management, reporting regulations, and national government procedures to ensure compliance and transparency.
- Manage the Fiscal Agent Agreement and the MCA financial audit program.
- Evaluate MCAs' and implementing entities' fiscal and reporting systems and determine their compliance with MCC standards. Identify financial or compliance risks and design and implement actions to mitigate those risks.
- Lead the efforts of MCA in developing an accounting and financial reporting system, including training financial and non-financial staff in using that system while maintaining proper segregation of duties and internal controls.
- Manage administrative and financial tasks, including small purchases and petty cash, to administer MCA-Belize.
- Supervise the administrative manager and financial specialist and oversee their management of specific staff to ensure the highest degree of integrity and compliance with policies and procedures.
- Perform other tasks and responsibilities as requested by the Managing Director, Operations.

## Required Competencies

- A master's in accounting, finance, management, or a related field.
- A minimum of seven (7) years of experience in finance and accounting management or overall administration, including supervisory experience, for a program of a similar size and scope.
- Knowledge of the development environment in Belize and the challenges of program execution and coordination with government institutions.
- Fluency and excellent written and verbal communication skills in English and advanced MS Excel.

## Preferred Competencies

- Professional certification as a CPA or Chartered Accountant.
- Experience in financial system design and implementation.

## How to apply

To submit applications, please email [hr@mcabelize.gov.bz](mailto:hr@mcabelize.gov.bz). The following documents should accompany your application:

1. Curriculum vitae containing detailed work experience.
2. Cover letter confirming interest and availability.
3. Soft copies of higher education and professional certificates, as applicable.

Applications can be submitted via email **with the subject: Vacancy - Director, Finance and Administration**, to the address above. The closing date for receiving applications is Friday, October 3, 2025.

Only **applications received through the email above will be considered**. Any application received through any other channels will not be considered. Only shortlisted applicants will be contacted for interviews.