



POSITION
CONSULTANCY



LOCATION
TEXCOCO, MEXICO



DEADLINE
DECEMBER 14, 2023

FINANCE MANAGEMENT / TRACKING / FORECASTING CONSULTANT

DECEMBER 2023

A person wearing a pink long-sleeved shirt is seated at a wooden desk. They are holding a pen over a document that features a pie chart. Another hand is pointing at the same document. On the desk, there is a large black calculator, a clipboard with a document titled 'BALANCE SHEET', and a small green folder labeled 'EXPENSE REPORTS'.

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About CIMMYT

CIMMYT is a cutting-edge, non-profit, international organization dedicated to solving tomorrow's problems today. It is entrusted with fostering improved quantity, quality, and dependability of production systems and basic cereals such as maize, wheat, triticale, sorghum, millets, and associated crops through applied agricultural science, particularly in the Global South, through building strong partnerships. This combination enhances the livelihood trajectories and resilience of millions of resource-poor farmers while working towards a more productive, inclusive, and resilient agrifood system within planetary boundaries. CIMMYT is a core CGIAR Research Center, a global research partnership for a food-secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIMMYT is an ambitious public, international organization dedicated to solving tomorrow's problems today. CIMMYT is committed to leveraging her skills and expertise to sustainably improve the livelihoods and resilience of resource-poor smallholder farmers in the Global South while working towards a more productive, inclusive, and environmentally sound agri-food system for a food and nutrition secure future.

For more information, visit www.cimmyt.org

The Position

CIMMYT is seeking a dynamic, self-motivated, and service-oriented professional for a 11 month consultancy on Finance Management/Tracking/Forecasting to support the Sustainable Agri-food Systems Program Finance Management and Project Portfolio management as well as support the development of adequate financial management for the innovative business models and strategies.

The Center is based in Mexico. Ideally, the position is based at the HQ, but the selected candidate may have the option to work remotely with occasional visits on-site for orientation and meetings.





Specific duties

- Generate learning and systematization of the financial management of the project portfolio in support of the Program Finance Manager(s).
- Develop financial management requirements and tools based on innovative business models and strategies in coordination with the Corporate Service Units of CIMMYT in support of the Program Finance Manager(s).
- Develop together and in support of the Program Finance Manager(s) improved project finance monitoring systems that provide Project Leads with clear project information spending, burn rates and projections for the term of the project.
- Develop the process and tools for the top-down budget versus actual expenses review for projects and highlight issues while suggesting actions to PL's.
- Capture institutional best practices and lessons learned based on the experience of the project portfolio and institutionalize in the program to set the Program Finance Manager(s) up for success.

Specific duties

- Set appropriate and measurable financial performance indicators and targets based on donor requirements to be routinely monitored by the Program Finance Manager(s).
- Design the monitor and control activities to be implemented by the Program Finance Manager(s).
- Develop guides and requirements of particularly important institutional donors to perform risk assessments on donor reporting activities.
- Develop and implement program process improvements for improved financial project and program management.
- Develop an FTE (Full Time Equivalent) management system that is fully automated and easily updatable.



Required academic qualifications, skills, and attitudes:

- Bachelor's degree in Accounting or Finance. A Master's degree in Finance or administration will represent an advantage.
- At least 10 years of experience working in a finance position with increasing levels of responsibility in a medium sized to large grant funded organization.
- At least 10 years of experience in grant or project financial management.
- Experience working in a multicultural, international environment/atmosphere.
- Knowledge of financial systems, ERP, MS office, databases, data extraction methods, report presentation, and analytical skills.
- Advanced level of usage in MS Office Suite (Advanced skills in Excel).
- Advanced level in the English language.
- The candidate must exhibit a sense of urgency and commitment to his responsibilities and deadlines.
- The selected candidate must exhibit the following competencies: Teamwork, Client Orientation, Negotiation and Conflict Resolution, Critical Thinking, and Communication.

Appendix

- [Organizational Chart](#)
- [CIMMYT 2030 Strategy](#)
- [CGIAR 2030 Strategy](#)
- [CIMMYT Financial Statements 2021](#)
- [CIMMYT Annual Report 2021](#)



Contract

The consultancy is for an initial fixed-term for eleven (11) months, after which further employment is subject to performance and the continued availability of funds.

Application Process

CIMMYT is an equal-opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity. Women are encouraged to apply.

Applications must include covering letter which should address how the candidate's background/experience relates to the specific duties of the position applied for, a curriculum vitae, names, and addresses of three professional referees (which must include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be addressed to Ms. Auree de Carbon by email at:

adecarbon@carrhure.com no later than **December 14, 2023** at **18:00 CET**. Please indicate in the 'Subject' of the email the title 'Application for the post of **'Finance Management/Tracking/Forecasting Consultant'**.

Only shortlisted candidates will be contacted for an interview.