



## **Helen Keller International JOB ANNOUNCEMENT**

### **Budget & Finance Analyst** *(Washington, DC)*

Established in 1915 with Helen Keller as a founding trustee, Helen Keller International (HKI) is dedicated to saving and improving the sight and lives of the world's vulnerable by combatting the causes and consequences of blindness, poor health and malnutrition. Headquartered in New York City, with a sub-office in Washington, DC, HKI currently works in 21 countries in Africa and Asia, as well as in the United States.

#### **Scope of the Position**

The Budget & Finance Analyst will contribute to budgeting, forecasting, and reporting both at the project and organizational level by reviewing submissions for consistency and accuracy, harmonizing data from multiple sources, producing reports, preparing financial data for analysis, and conducting analysis. The position will also review of proposal budgets, and provide support to projects requiring budget preparation, financial management, variance analysis, and reporting.

#### **Functional Relationships**

This position reports to and will work closely with the Senior Finance & Budget Manager as well as with senior managers and staff from other departments well as with program colleagues around the world.

Both the Finance department and HKI as a whole are structured in such a way that the work of each unit supports and reinforces the work of every other unit. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

#### **Responsibilities**

- Receive, review, edit, synthesize budget and report information, and coordinate layers of review among all parties.
- Audit formulas included in excel budgets.
- Gather additional data, as needed, from internal databases to complement financial information.
- Cross-check, validate, harmonize and consolidate data from various sources.
- Maintain financial trackers on key metrics. Analyze trends and prepare reports, forecasts, and updates on status.
- Run existing and develop new report templates to ensure optimal use of available funding and/or to match donor requirements (i.e. country burn rate reports, project expenses vs budgets, donor reports, etc.).
  - Analyze results and highlight potential underspending/overspending risks or any other issues for review by senior management.
- Gather and tabulate management costs by location, department, etc. to monitor management expenses and estimate overhead
  - Integrate data from new programs to calculate impact on overhead rate.
- Conduct impact analysis to inform management decisions
- Maintain and share calendars, master lists of projects, and assignments to guide the preparation of annual budgets and donor reports. Ensure progress is accurately tracked and key stakeholders are kept informed.

## Qualifications

- Master's Degree in finance, business, public administration or related field with at least 3-5 years directly relevant nonprofit work experience, or equivalent combination of education and experience.
- Practical budgeting knowledge including: formulation, reviewing, management, and reporting.
- Demonstrated quantitative skills to support the development of financial projections, conduct budget analysis, and ensure accuracy.
- Demonstrated proficiency with accounting, spreadsheet software and Microsoft; advanced Excel skills a must.
- Working experience managing U.S government-funded projects, domestic foundations, and/or international donors.
- Knowledge of USAID budgeting and financial reporting policies and USAID rules and regulations.
- Demonstrated ability to
  - think through problems systematically, and integrate information from multiple sources;
  - prioritize workload, assume responsibility for work, and follow through to completion; and
  - work under pressure as a part of a global team, working in different time zones.
- Oral and written proficiency in English.
- Ability to communicate effectively across cultures including asking for information in a way that is very clear and specific.
- Current US work authorization plus residence in or willingness to relocate to the DC metro area.

## To Apply

Qualified candidates should submit a cover letter and resume to [Hki.Recruitment@hki.org](mailto:Hki.Recruitment@hki.org) noting the job title in the subject line. Applications will be accepted until the position is filled.