



Helen Keller International JOB ANNOUNCEMENT

Program Finance Manager *(Washington, DC)*

Helen Keller International (HKI), co-founded in 1915 by our namesake, is committed to saving and improving the sight and lives of the world's vulnerable by combating the causes and consequences of blindness, poor health, and malnutrition. We envision a world where no one suffers from malnutrition, disease, preventable vision loss, or blindness. HKI is well known and respected in the global health and development sectors for our expertise in translating science and research into innovative, effective programs. Our programs empower millions of people to achieve their potential through the delivery of preventative and curative solutions in eye health, nutrition, and neglected tropical diseases. Headquartered in New York City, Helen Keller International works in 19 countries across Africa and Asia, as well as in the United States.

HKI is seeking a Program Finance Manager to support multi-country projects with a primary focus on a portfolio of Nutrition and Neglected Tropical Disease (NTD) projects.

Functional Relationships

Reporting to the Director, Budget and Finance, the Program Finance Manager serves as the internal financial liaison to US, regional, and country office staff working on assigned Nutrition and NTD projects, and as an external liaison with donors. To ensure congruity and consistency of financial policies and procedures, the Program Finance Manager will be a member of both the assigned Nutrition and NTD Program team(s) and the Finance department.

HKI has a matrixed reporting structure that respects both line management and authority within departments and geographic locations; and the accountability and oversight duties of subject matter experts outside of each department and location. Regular communication and a spirit of team work among colleagues across offices, departments and countries are essential to make this structure thrive.

Scope of the Position

The Program Finance Manager is responsible for the financial management of a portfolio of single-country and multi-country programs. Working closely with the program teams, the position's main responsibilities include: reviewing and preparing annual workplan budgets, LOP budgets, fixed obligation and sub-award budgets; preparation of budget narratives, invoices and other financial reports to donors; thorough tracking and analysis of program expenditures; management of cash flow; ensuring compliance with HKI and donor policies; alerting the program team of any project financial risk; and providing staff training in close coordination with HKI's Grants & Contracts unit.

Specific Responsibilities

- Maintain primary relationship with donors and serve as the liaison to program teams as it relates to the financial management of the assigned portfolio.
- Provide technical assistance to program staff to support the preparation of proposal budgets, annual project and subaward budgets, and budget modifications (if needed).
- Prepare budget narratives for proposal budgets and ensure all budgets accurately cover the personnel and operating costs reflected in the program narrative.
- For current portfolio projects, prepare project budgets and budget modifications as needed.
- Prepare invoices, financial reports, accruals, and other financial deliverables.
- Carefully track and report project expenses, burn rates, and cash received from the donor on a monthly basis. Alert finance and program supervisors when there is any financial risks for projects
- Ensure budgets and other financial information is correctly represented in financial and project management systems. Maintain the hard and electronic file for each project.
- Assist country offices in responding to audit requests from donors, developing financial management tools, and managing close-out processes.
- Perform project variance analysis and provide updated projections to support internal management and/or donor requirements.
- Maintain strong financial controls to guarantee compliance with HKI and donor regulations.
- Conduct regular field visits to country offices in order to assess financial management of the projects and to train staff.
- In conjunction with HKI's Grants & Contracts unit, review all grant agreements, contracts, and modifications for the programs, review procurement requests, sub-agreements, and fixed obligation grants, and ensure that key processes are followed so that grant risk assessment receives consistent attention and direct support.

Qualifications

- Master's Degree in finance, accounting, or related field with at least 6-8 years related prior work experience including at least five years managing U.S government funded projects; or equivalent combination of education and experience.
- Knowledge of US Government/Federal rules and regulations is *required*. Knowledge of the Africa region is desirable.
- Interest in public health programs as well as an understanding of the synergy between the programmatic, operational, and financial components of public health initiatives.
- Ability to perform duties that require a close attention to detail.
- Ability to communicate effectively across cultures including:
 - asking for information in a way that is very clear and specific;
 - conducting trainings for field office staff and in-country partners that will be well received and applied; and
 - interacting respectfully with internal and external colleagues.
- Oral and written proficiency in French is *strongly preferred*.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability and willingness to work under pressure as a part of a global team.
- Highly computer literate including knowledge of Microsoft software products, and strong Excel skills, including pivot tables.
- Ability to undertake U.S domestic and international travel (approximately 3-5 weeks of travel per year).

To Apply:

Qualified candidates should submit a cover letter and resume to HKL.Recruitment@hki.org noting the job title in the subject line. Applications will be accepted until the position is filled.

Helen Keller International is dedicated to building an inclusive workforce where diversity is valued.

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation to individuals with disabilities.

If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or:

Tel: 646-356-1789; Fax: (212) 532-6014