



## **Helen Keller International JOB ANNOUNCEMENT**

### **Program Finance Officer, Integrated Control of Neglected Tropical Diseases (New York, NY)**

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, HKI works in 19 countries across Africa and Asia, as well as in the United States.

HKI's Integrated Control of Neglected Tropical Diseases (NTDs) team is seeking a Program Finance Officer to support its programs which are currently active in Burkina Faso, Cameroon, Cote d'Ivoire, Guinea, Mali, Niger, and Sierra Leone.

#### **Functional Relationships**

Reporting to Program Finance Manager, the Program Finance Officer works closely with the NTDs team, and the Program Finance team in particular, to ensure project goals are achieved and serves as a financial liaison to global management and NTDs staff across the US and Africa.

HKI has a matrixed reporting structure that respects both the line management and authority within country office and global management hierarchies; and the accountability and oversight duties of the many subject matter experts that support our country offices. Regular communication and a spirit of team work among colleagues, both hierarchically and laterally are essential to make this structure thrive.

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

The Program Finance Officer supports the financial management of the NTD portfolio and is involved in the financial reporting, forecasting and budgeting processes to ensure project goals are achieved and donor financial deliverables are met. The position's main responsibilities include supporting the review of annual project and sub-award budgets, preparation and review of annual project budget narratives, tracking program expenditures, preparation of invoices, and updating forecasts and other financial reports.

#### **Specific Responsibilities**

- Support NTD team in the preparation of annual project and sub-award budgets and budget modifications, by performing tasks such as verifying formulas; confirming line item calculations with unit costs; and validating per diem costs per county.
- Review budgets for consistency with the technical narrative to confirm an alignment between planned expenditures and provision of program services.

- In conjunction with the Program Finance Manager, review all grant agreements, contracts, and modifications for the programs, review procurement requests, sub-agreements, and fixed amount awards, and confirm that key processes are followed so that grant risk assessment receives consistent attention and direct support.
- Provide edits of budget narratives for annual project budgets and sub-awards as needed.
- Coordinate and facilitate the revisions to sub-agreements, which includes: verifying accuracy of updates to multiple documents, completion of all supporting documentation and flagging potential issues.
- Prepare invoices, financial reports, accruals, and other financial deliverables. Complete merging of past actuals with Budget versus Actual reports, verification of formulas and consolidation of information from various reports. Forecast any potential issues to the Program Finance Managers on a monthly basis.
- Work closely with the Program Finance Managers to validate that budgets and other financial information are correctly represented in HKI's financial and award management systems through the completion of award information forms. Maintain the electronic finance file for each NTD project, which includes approved and revised budgets and other Grants and Contracts Information.
- Coordinate and facilitate all procurement activities in accordance with the outlined policy and procedures. This may include: completing procurement requisition forms, gathering information on potential vendors, consolidating bids for evaluation by team, completing documentation of contract for processing and submitting information to other departments, as needed, for processing.
- Apply accounting techniques and standard practices to maintain strong financial controls to guarantee compliance with HKI and donor regulations.
- Coordinate the development and implementation of each project country's procurement plan in conjunction with country office NTD teams, which includes: providing a standard template; setting deadlines; fielding questions, tracking the procurement activities within each office; and maintaining a master list for each country.
- Participate in calls with country offices in West Africa in both English and French to gather information on program developments and updates; to provide feedback and suggestions as appropriate, and to coordinate follow-up on finance-related items.

## Qualifications

- Bachelor or Masters' Degree in public administration, finance, accounting, or related field with at least 3-5 years of related prior work experience with U.S government-funded projects; or equivalent combination of education and experience.
- Practical budgeting knowledge including: formulation, reviewing, management, and reporting.
- Demonstrated proficiency with accounting software and Microsoft Office tools; high-level Excel skills a must.
- Demonstrated interest in public health programs and an understanding of the synergy between the programmatic, operational, and financial components of public health initiatives.
- Oral and written proficiency in French is *preferred*.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability to perform duties that require very close attention to detail and synthesize large amounts of information.
- Ability to communicate effectively across cultures: asking for information in a way that is very clear and specific and interacting with internal and external colleagues.
- Ability and willingness to work under pressure as a part of a global team.
- Residence in or willingness to relocate to the NY 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.

**In the spirit of our namesake, Helen Keller International  
is dedicated to building an inclusive workforce where diversity is fully 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 at:*

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