

Helen Keller Intl JOB ANNOUNCEMENT

Program Finance Manager

(Flexible location; DC Metro area preferred)

Helen Keller International is a global health organization dedicated to eliminating preventable vision loss, malnutrition and diseases of poverty. Cofounded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health solutions to vulnerable families where the need is great but access to care is limited. In the US, Africa, and Asia, Helen Keller’s proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

Background

Budget and Finance is an integral unit of Helen Keller’s Finance Department which also supports accounting, auditing, and grants and contract compliance activities. Specifically, the Budget and Finance unit is responsible for supporting budgetary projections, monitoring, analyzing, forecasting, and reporting for Helen Keller Intl. In coordination with field offices and technical departments, the unit supports proposal development, budget realignments, and financial analysis aiming at financial and programmatic impact.

Functional Relationships

Reporting to the Director, Budget and Finance, the Program Finance Manager serves as an internal financial liaison to global management and country office staff and as an external liaison with donors and subrecipients for a portfolio of assigned projects, representing Helen Keller at donor and project partner meetings. To ensure congruity and consistency of financial policies and procedures, the Program Finance Manager will be a member of both the Finance department and Program team(s) of the assigned project portfolio.

Helen Keller Intl has a matrixed reporting structure that respects both the line management and authority within departments and geographical hierarchies as well as the accountability and oversight duties of subject matter experts outside of each department and geography. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

Scope of the Position

The Program Finance Manager is responsible for the overall financial management of a project portfolio which may be composed of single-country and/or multi-country projects, funded by USAID and/or other multi-lateral or privately funded initiatives. With support from the Director, S/he will manage a collaborative effort with country office, and global management colleagues to oversee financial policies and procedures supporting Helen Keller’s administration and management of assigned agreements and sub-agreements; and the implementation of financial oversight mechanisms to ensure financial integrity and compliance with donor and Helen Keller

policies across programs. The position ensures consolidation of annual project budgets and/or subaward budgets and Fixed Amount Awards (FAAs), financial reports, strong tracking of program expenditures, and continual analysis of cash flow.

Working closely with program teams, the position's main responsibilities include:

- reviewing and preparing life-of-project budgets, annual workplan budgets, Fixed Amount Awards (FAAs) and/or subaward budgets ;
- preparation of budget narratives, invoices and other financial reports to donors;
- thorough tracking and analysis of project expenditures; management of cash-flow;
- ensuring compliance with Helen Keller and donor policies; alerting the program team of any project financial risk;
- and providing staff training in close coordination with Helen Keller's Grants & Contracts unit.

Responsibilities

Financial Management

- Provide overall financial oversight to assigned portfolio at all stages including timely preparation and review of budgets, budget narratives, budget modifications, subawards and/or FAAs, as well as invoices and financial reports.
 - Assist field staff to prepare budgets and budget narratives ensuring accuracy, reasonability, consistency with the work plan, and adherence to donor and Helen Keller policies.
 - Assist country offices in responding to audit requests from donors, developing financial management tools, and managing close-out processes.
- Maintain strong financial controls to guarantee compliance with Helen Keller and donor regulations.
- Ensure budgets and other financial information are correctly represented in financial and project management systems. Maintain the hard and electronic file for each project.
- Track and report consolidated project expenses, burn rates, and manage cash flow. Perform project variance analysis and provide updated projections to support internal management and/or donor requirements.
 - Review data with project team; highlight questions and concerns in order to identify solutions.
- Bring any concerns regarding possible non-compliance to the attention of relevant senior staff promptly.
- Maintain primary financial relationship with donors, partners and/or sub-recipients and serve as the liaison to program teams as it relates to the financial management of the assigned portfolio.
- Coordinate review of all requests from field offices and sub-recipients for prior approvals (e.g. international travel, procurements, waivers) and budget modifications with Grants & Contracts (G&C) unit.

Award Management

In conjunction with the G&C unit:

- Review all financial implications of grant agreements, subawards, contracts, and FAAs to ensure that key processes are followed to ensure that grant risk assessment receives consistent attention and direct support.

- Ensure G&C has all the financial data required to comply with Federal Funding Accountability and Transparency Act (FFATA) requirements.
- Create, monitor, and track compliance with schedule of single audits for assigned portfolio.

Training and Site Visits

- Provide expertise, advice, and training to project staff to build their understanding of financial terms, conditions, and standards to ensure that programs are delivered with minimized compliance risk; and work collaboratively with global management colleagues to train and build capacity of local national staff.
- Travel to train and support colleagues, monitor financial management of the project(s), and conduct site visits to project locations and sub-recipient offices.

Standards and Systems Development

- Collaborate with colleagues to implement guidelines, procedures, standards, work processes, manuals, metrics, and methodologies for a successful and comprehensive financial management system applicable to assigned portfolio.
- Contribute to the development of and implement toolkits in collaboration with Finance colleagues to ensure effective and efficient operations
- In conjunction with the G&C Unit, stay abreast of new donor financial regulations and assist in integrating updates into Helen Keller policies.

Qualifications

- Master's Degree in finance, accounting, or related field with 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 required. Knowledge of other donor regulations including other foreign government development agencies, and other multilateral development agencies is a plus.
- Interest in international development and public health programs as well as an understanding of the synergy between the programmatic, operational, and financial components in project design and implementation.
- Support negotiate/support negotiations effectively with donors, troubleshoot issues, and take proactive approaches to improving financial and budget management processes.
- Proven ability to create and maintain effective systems for managing information, and tools for making information accessible and understandable to a broad audience.
- Ability to perform duties that require a close attention to detail.
- Ability and willingness to work in a decentralized organizational structure with a highly collaborative approach, and in a global management culture that sees itself as "of-service" to the field.
- 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.
- 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.

- Excellent written and oral communication skills in English.
- Oral and written proficiency in French is strongly preferred; Portuguese also a plus.
- Experience living and working overseas supporting financial management responsibilities for a field office strongly preferred.
- Knowledge of the Africa and/or Asia regions is desirable.
- Ability and willingness to undertake US domestic and international travel (approximately 3-5 weeks of travel per year) when conditions allow.

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 is dedicated to building an inclusive workforce where diversity is fully valued.

Helen Keller Intl is an Equal Opportunity Employer. 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 call 646-356-1789.