

## Helen Keller JOB ANNOUNCEMENT

### Program Finance Manager, Neglected Tropical Diseases (Flexible location)

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

Helen Keller has established itself as a leader in integrated Neglected Tropical Disease (NTD) control efforts at the national, regional and global levels. The overarching approach guiding Helen Keller’s NTD programs involves supporting the delivery of preventive chemotherapy at national scale, monitoring and evaluating program progress toward global control and elimination goals, supporting morbidity management to address trichiasis, hydrocele and lymphedema, and promotion of water, sanitation, and hygiene (WASH) efforts through behavior change communication and school health programming.

Helen Keller is seeking a Program Finance Manager to join a dynamic Global NTD Team and manage finances of a multi-country NTD portfolio funded by FHI 360 through USAID.

#### Functional Relationships

Reporting to the Senior Program Finance Manager, the Program Finance Manager serves as the internal financial liaison to global and country office staff working on the 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 NTD Program team and the Finance department.

Helen Keller is structured in such a way that the work of each department supports and reinforces the work of every other department. Our matrixed reporting structure respects both the line management and authority within departments and geographical hierarchies as well as the accountability and oversight duties of subject matter experts that support our country offices and programs. This mix of vertical and horizontal reporting lines is intended to balance the need for consistent global standards and compliance with the ability to adapt those standards to be most effective in the many contexts where we work. Regular communication and a spirit of teamwork among colleagues are essential to make this structure thrive.

#### Scope of the Position

The Program Finance Manager is responsible for the financial management of a portfolio within Helen Keller’s NTD program team. Working closely with the team, the position’s main responsibilities include review of annual project and sub-award budgets, preparation of budget narratives, invoices and other financial reports, thorough tracking and analysis of program

expenditures, management of cash-flow, ensuring compliance with Helen Keller and donor policies, and staff training and coordination with Helen Keller's Grants & Contracts unit.

The position normally requires approximately 20% US and international travel for the purpose of monitoring & evaluation, quality assurance, planning meetings, and trainings; for meetings with donors and implementing partners; and to attend global scientific and technical meetings, as required. (Please note the Global NTD Program team is not currently traveling due to the COVID-19 pandemic).

## **Specific Responsibilities**

Engage in a collaborative effort with program managers to ensure high-quality financial planning, management, reporting and auditing of all programs, including thorough budget preparation and oversight.

- Maintain primary relationship with donors and serve as global team liaison to country offices as it relates to the financial management of the assigned portfolio.
- Assist country offices with the preparation of proposal budgets, annual project and sub-award budgets, and budget modifications (if needed). Ensure all budgets cover the personnel and operating costs, reflect the narrative and are reviewed for accuracy and compliance with donor regulations.
- Prepare budget narratives for proposal budgets and annual project budgets.
- Prepare invoices, accruals, forecasts and other financial deliverables.
- Thoroughly track and report project expenses, burn rates, and cash received from the donor on a monthly basis. Notify the accounting team about any incorrect expenses/charges and follow up on any necessary reclassifications.
- Ensure budgets and other financial information are correctly represented in financial and project management systems. Maintain the hard and electronic file for each NTD project.
- 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.
- Conduct regular field visits to the NTD country offices in order to assess financial management of the NTD projects and to build staff capacity.
- In conjunction with Helen Keller's Grants & Contracts unit, review all grant agreements, contracts, and modifications for the NTD programs, review procurement requests, sub-agreements, and ensure that appropriate processes are followed so that grant risk assessment receives consistent attention and direct support.
- Model collaboration with your matrixed team: effectively consult and inform colleagues to maximize efficiency and knowledge sharing and integrate guidance and direction from subject matter experts in your office and elsewhere in the global organization to maximize performance.

## **Qualifications**

- Master's Degree in public administration, finance, accounting, or related field with at least 6-8 years related prior work experience including at least 5 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.
- Demonstrated 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 negotiate/support negotiations effectively with donors, troubleshoot issues, and take proactive approaches to improving financial and budget management processes.

- Demonstrated ability to build capacity of internal and external colleagues, including ability to communicate effectively across cultures including:
  - asking for information in a way that is clear and specific
  - conducting high-quality one-on-one and group trainings for field office staff and in-country partners
  - interacting with internal and external colleagues that are located in various time zones
- Excellent oral and written proficiency in English required; French language skills a plus.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability to perform duties that require close attention to detail and synthesize large amounts of information simultaneously.
- Highly computer literate including knowledge of Microsoft software products, and strong Excel skills.
- Ability and willingness to work under pressure with a positive attitude, as a part of a dynamic global team.
- Ability to be online and available between core team hours of Monday – Friday, 9 AM- 5 PM ET.
- Demonstrable respect for all persons regardless of religion, ethnicity, class, or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.

## **To Apply**

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org)  
Applications will be accepted until the position is filled.

**In the spirit of our namesake, Helen Keller  
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 call: +1 646-356-1789.*