

Helen Keller JOB ANNOUNCEMENT

Program Finance Manager, Neglected Tropical Diseases

*New York, NY or Washington, DC preferred;
other locations where Helen Keller has a presence will be considered.*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller is seeking a Program Finance Manager to join a dynamic global Neglected Tropical Disease (NTD) Team and manage the finances of a multi-country NTD portfolio funded by FHI360 through USAID.

Functional Relationships

Reporting to the Associate Director, Operations & Finance, NTDs, the Program Finance Manager serves as an 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 has a matrixed reporting structure. 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 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.

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 electronic files for each NTD project/country.
- 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 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.
- Prior experience preparing proposal budget and narrative and monitoring project budgets is required.
- 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.
- Collaborative, flexible and solution-oriented. An ability to maintain balance when under stress.
- 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; and
 - conducting high-quality one-on-one and group trainings for field office staff and in-country partners
- Excellent oral and written English language skills, including the ability to clearly communicate complex financial, compliance and operational issues into layperson language. Oral and written proficiency in French is *strongly preferred*.
- Ability to work on multiple high priority projects at the same time; 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:
 - flex work hours to accommodate multiple time zones; and be available between the core team hours of Monday – Friday, 9 am- 5 pm (Eastern)

- domestic and international travel (20%) as permitted and based on travel advisory.
- 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.
- Personal commitment to Helen Keller's mission and goals and the values embodied by Helen Keller Intl's co-founder, Helen Keller: compassion, grit, rigor, and optimism.
- Helen Keller Intl requires all US staff to be fully vaccinated against COVID-19, whether or not they have had COVID.
- For the time being, Helen Keller also requires all staff to wear masks while providing program services and when in any open or public space in the office and to observe social distancing.

To Apply

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

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms 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.