

## Helen Keller JOB ANNOUNCEMENT

### Senior Program Finance Manager

*(Flexible location; NY Metro area preferred; other locations will be considered)*

Helen Keller Intl is a global health organization dedicated to eliminating preventable vision loss, malnutrition and diseases of poverty. Co-founded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health and food security solutions to build resilience of 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.

### Functional Relationships

The Senior Program Finance Manager reports directly to the Director, Program Finance and works closely with multi-country Program Managers and colleagues on an assigned portfolio of projects. The position provides guidance to country office teams, liaising with members of Country Management Teams, including Country Directors, Finance Managers and Project Managers to facilitate the integration between finance and program work with the common goal of ensuring that project objectives are met. This position may liaise with donors, representing Helen Keller at donor and project partner meetings on an as needed basis.

Helen Keller 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 teamwork are essential to make this structure thrive.

### Scope of the Position

The Senior Program Finance Manager is responsible for the overall financial management of an assigned portfolio of multi-country projects. The position’s main responsibilities include reviewing award budgets, ensuring compliance with Helen Keller financial standards, reviewing financial reports, analyzing financial data, monitoring expenditures, forecasting revenue, and ensuring the accuracy of financial information, and the development and continual improvement of financial management tools to provide insight for effective project management of program activities.

### Specific Responsibilities

#### Overall Management and Leadership

- Lead a collaborative effort with program managers of assigned portfolio to ensure high-quality financial planning, management, reporting and auditing of all programs, including thorough budget preparation and oversight.
- Provide monthly financial information to the program teams. Analyze financial reporting and results of individual activities and country office programs in the context of the whole portfolio and make recommendations to the program managers based on that analysis.
- Identify operational challenges that affect the integrity of resource management.
- Participate in international work groups assigned to develop global policies and/or optimize systems and procedures.

- Review and assess status of the portfolio management policies, tools, procedures and workflows, identify gaps or outdated policies and prioritize improvements.
- Make proposals for best practices in financial operations.
- Model collaboration for your matrixed colleagues: 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.
- Ensure accountability to beneficiaries, partners, colleagues and donors by providing ongoing feedback in a context of mutual respect.
- Participate in the recruitment process of other staff as requested by management.

#### Budget and Grants Management & Analysis

- Maintain a complete financial knowledge of the portfolio of awards across all the relevant country offices.
- Engage in the continuous development and improvement of tools, templates, metrics, key performance indicators (KPIs) and processes to facilitate and strengthen the financial management of the assigned portfolio, and to analyze cost-effectiveness.
- Analyze accruals, forecasts and other financial deliverables for awards.
- Review and analyze monthly project expenditures, fund execution rates, and donor funds received, and provide appropriate information to the Program Manager and relevant country office colleagues on a monthly basis.
  - Ensure the relevant accounting team is notified of any incorrect expenses/charges and follow up on any necessary reclassifications.
- Conduct monthly monitoring of project implementation rates and share variance analysis reports with the budget stakeholders.
- Ensure the preparation of timely and accurate invoices, internal and external financial reports, such as budget vs. actuals, donor reports and other financial deliverables for awards. Provide support and guidance as needed to ensure high quality results.
- Review budgets and budget amendments as assigned ensuring they conform with the work plan; cover the personnel and operating costs; reflect the narrative and are reviewed for accuracy, reasonableness and compliance with donor and Helen Keller regulations.
- Ensure budgets and other financial information are correctly represented in financial and project management systems and that hard and electronic files are maintained for each project.
- Prepare budget narratives for grant proposal budgets, as requested.
- Review work plan budgets to determine how they impact the monthly projected burn rates.
- Use existing tools and develop new methods, as needed to collaborate with country teams to effectively analyze:
  - variations in expenditures between similar activities across countries and project phases;
  - optimal Human Resources structures and budgeting
  - possible standardization of costing per “ingredient” needed for each activity
  - effective ratios between subawards and direct activities
- Consult with and advise country office management on reports and special studies regarding the progress of financial plans, funds requirements, and opportunities to effect savings, and brainstorm solutions to challenges encountered.

### Training and Site Visits

- Provide expertise, advice, and training to colleagues 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 skills and knowledge 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.

### **Required Qualifications/Competencies**

- Master's Degree in business administration, public administration, finance, accounting, or related field with 8-10 years directly related prior work experience including at least five years managing complex portfolios preferably for a UN agency or international NGO; or equivalent combination of education and experience.
- Demonstrated knowledge and experience with financial analysis, grants management and budgeting. General understanding of or willingness to learn generally accepted accounting principles (GAAP).
- 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.
- Ability to negotiate/support negotiations effectively with donors, troubleshoot issues, and take proactive approaches to improving financial and budget management processes.
- Evidence of strong analytical skills, time management, organizational and customer service skills.
- Proven ability to create and maintain effective systems for managing information, and tools for making information accessible and understandable to a broad audience.
- Highly computer literate, including knowledge of Microsoft office suite (Word; PowerPoint; Outlook), and strong Excel skills, including pivot tables.
- Ability to:
  - perform duties that require close attention to detail;
  - prioritize workload, assume responsibility for work, and follow through to completion.
  - Maintain balance when under stress.
  - work in a decentralized organizational structure with a highly collaborative approach.
- Must be flexible and work well in a demanding, dynamic environment.
- Strong oral and written English language skills required. French language skills a strong plus.
- Strong interpersonal skills and experience working effectively in teams and cross-cultural settings
- Collaborative, flexible and solution-oriented.
- 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
- Commitment to Helen Keller Intl's work and mission
- Ability and willingness to:
  - flex work hours to accommodate multiple time zones; and
  - undertake international travel (approximately 2-4 weeks of travel per year).
- Helen Keller Intl requires all US-based staff to be fully vaccinated (including one booster) against COVID-19, whether or not they have had COVID.

## Compensation

The midpoint of the salary range for this position is \$110,000 with a minimum of \$88,000 and a maximum of \$132,000. Actual base salary may vary based upon, but not limited to, relevant experience, base salary of internal peers, and business sector.

## 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 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.*