

Helen Keller JOB ANNOUNCEMENT

Program Finance Officer, Integrated Control of Neglected Tropical Diseases *(New York, NY preferred; other US-based locations 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 has established itself as a leader in integrated Neglected Tropical Disease (NTD) control and elimination 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 Officer to join a dynamic global NTD team implementing a multi-country portfolio in six West African countries funded primarily by FHI 360 through USAID, and the Conrad N Hilton Foundation/International Trachoma Initiative.

Functional Relationships

Reporting to the Senior Program Finance Manager, the Program Finance Officer works closely with the NTD program and finance team in support to ensure project goals are achieved. Working closely with the NTD team, the Program Finance Officer serves as the financial liaison to global, regional, and country office NTD staff.

Helen Keller 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, which includes verifying formulas; confirming line item calculations with unit costs; and validating per diem cost per county. This position will also review budgets for consistency with the technical narrative to confirm an alignment between planned expenditures and provision of program services.
- Review and make edits in budget narratives as needed to ensure the budget narrative aligns with the budget.
- Prepare invoices, financial reports, accruals, and other financial deliverables. This position will 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 Helen Keller'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.
- In conjunction with the Program Finance Manager, review all grant agreements, contracts, and modifications for the programs, sub-agreements, and confirm that internal processes are followed so that grant risk assessment receives consistent attention and direct support.
- Apply accounting techniques and standard practices to maintain strong financial controls to guarantee compliance with Helen Keller and donor regulations.
- Support the Program Officer in management of all globally-managed NTD procurement as necessary or as requested 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 as needed to other department for processing.
- Liaise with the Program Officer on procurement tracking to ensure alignment with country budgets and provide back-stop support for procurement processes, as needed.
- 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.

Required Competencies

- Demonstrated proficiency with accounting, spreadsheet software and Microsoft; high-level Excel skills a must.
- Interest in public health programs as well as the synergy between the programmatic, operational, and financial components of public health initiatives.
- Excellent oral and written English language skills. 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.
- Collaborative, flexible and solution-oriented.
- Ability and willingness to work under pressure as a part of a global team.
- 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.
- Demonstrable respect for all people, regardless of religion, ethnicity, class or gender with a high comfort level working in a diverse environment with a 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.

- US work authorized.
- Ability and willingness to flex schedule to accommodate availability of colleagues in other time zones.
- Helen Keller Intl requires all staff to be fully vaccinated against COVID-19, whether or not they have had COVID.
- New York based team members work a hybrid schedule with two days per week in the New York City location.

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.

Compensation

- The midpoint of the salary range for this position is \$76,000 with a minimum of \$60,800 and a maximum of \$91,200. Actual base salary will vary based upon, but not limited to, relevant experience, salary of internal peers, and business specialty.

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 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 accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.