

Global Alliance for Improved Nutrition

Job title:	Manager, USAID Finance and Compliance		
Classification:	Grade 5	Direct reports:	0
Work location	Nairobi, Kenya	Travel required:	10%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
<p>Overall purpose</p> <p>The Manager, USAID Finance and Compliance will work closely with the Head of Management and Donor Accounting, the Chief Financial Officer, the Chief of Party and other senior Programmes colleagues to oversee and manage the finances of grants funded by the US Government. You will be responsible for ensuring that financial management and compliance is effective and that donor reporting is timely and accurate.</p>
<p>Tasks and responsibilities</p> <p><u>Financial Management</u></p> <p>Oversee the financial governance of a portfolio of awards, including general financial management and processes, subaward financial management, and accounting by GAIN's offices, including:</p> <ul style="list-style-type: none"> • Develop, analyze and monitor award budgets; monitor and track obligations and expenditures against approved budgets, escalating issues as they arise • Ensure project reports, including expenditure against remaining obligations, are reviewed on a monthly basis with implementing managers and that cost allocations are made appropriately for the awards • Review and validate allocations of staff time and costs for assigned awards • Monitor and track overall contractual obligations and accruals to accurately capture project financial commitments and determine pipeline variance • Manage the financial aspects of work-planning and periodic financial reviews/modifications, while facilitating effective linkages between GAIN finance/technical staff, country programmes, and partners • Ensure project cash flow and restricted income balance is correctly managed • Support development and management of subaward and consultants' contracts, liaising with technical teams to track and review payments; capacity build subaward partners as necessary <p><u>Compliance</u></p> <p>Ensure compliance with GAIN's financial procedures and the financial regulations of donors, both in general and award-specific. Evaluate contractual and agreement award documents for specific compliance guidance from the donor, and ensure that this is integrated into programme implementation. This includes:</p> <ul style="list-style-type: none"> • Maintain an up-to-date and comprehensive understanding of USG contracts and cooperative agreements, donor terms and conditions, and reporting requirements.

- Serve as the finance/compliance focal point for assigned awards, proactively providing guidance, training, orientation and explanations on compliance to staff and partners where needed, responding to requests for assistance and taking corrective action
- Provide oversight on award regulations and project approval requirements
- Support contracting/subaward processes (e.g. donor agreements, teaming agreements) ensuring execution according to GAIN's policies and procedures as well as USAID/USG requirements (2 CFR 200, FAR, AIDAR as applicable) and other donor requirements
- Support contracting process for the program, ensuring all procurements comply with GAIN and award policies.
- Monitor travel approvals and claims, ensuring compliance with GAIN's procedures and donor regulations
- Ensure programme funded assets are managed in accordance with GAIN's procedures and donor regulations
- Sample transactions from each award to ensure compliance with donor regulations and GAIN's procedures
- Ensure transaction coding to Prime specifications is accurately reflected in reports and in GAIN's financial system, where required
- Prepare documentation for recurring compliance tasks including NICRA calculation, PVO and SAM registration, etc.

Donor reporting

Ensure that all financial reports and fund requests to donors are accurate, are presented to managers for review, and submitted on time, including:

- Prepare and submit annual/quarterly financial reports, donor invoices and fund requests to USAID, including textual variance analysis and context as needed, ensuring the donor is aware of the position regarding remaining obligated funds, and approved workplan budgets
- Manage the quarterly forecast for USG awards
- Process invoices, expense reports, etc., ensuring compliance with donor regulations and GAIN policies
- Provide support for workplan completion, including preparation of workplan budgets in conjunction with the program team and the Prime (when GAIN is a subcontractor)
- Represent GAIN Corporate Finance at meetings with external stakeholders (e.g. USAID, subaward recipients)
- Ensure donor audits are organized and conducted to achieve compliance, where required

Other responsibilities

Fulfil other duties as required and assigned by the Head of Management and Donor Accounting and the Chief Financial Officer, including:

- Support the preparation and review (including cost analysis) of proposal budgets and supporting documents
- Support recruitment and onboarding of project (local and country) staff and consultants
- Travel to field offices where necessary for start-up, close-out, training, financial reviews of projects or general operational support
- Ensure financial and contractual project files are organized and accessible across the organization
- Support the annual statutory accounting process by providing required information

Key organisational relationships

- Reports to the Head of Management and Donor Accounting
- Works closely with the Chief Financial Officer
- Works closely with Chief of Party and other senior programme managers
- Works closely with other Finance team members and with local finance and programme staff across country offices
- Liaises with network of partners, consultants and experts, who provide support to the programme

JOB REQUIREMENTS

Competencies

- Excellent management, leadership and planning skills.
- Strong analytical and problem solving skills.
- Demonstrable ability to be flexible and adaptable in times of unexpected challenges and provide creative solutions, whilst always maintaining GAIN's values.
- Excellent personal organisation and time management skills.

- Keen attention to detail and a commitment to continuous improvement.
- Excellent communication skills in English, presenting clear written reports and verbal explanations with strong interpersonal and negotiation skills. Able to explain financial concepts and analyses to non-finance colleagues.
- Consults widely across teams and shares information and knowledge on a timely basis.
- An enthusiastic team player but able to work independently as required.
- Strong IT literacy with good MS Excel, MS Word, Outlook, Internet and Power Point skills.
- Proficient in USAID regulations, particularly as applicable to awards to non-US NGOs.
- Comfortable in dealing with a wide range of internal and external clients.
- Committed to a customer service culture within the team

Experience

- Significant professional experience in grant/donor finance with good knowledge and skills in technical accounting, the financial management of restricted donor funding, and donor compliance.
- Significant relevant experience in the financial management of USAID awards, including the preparation of donor reports and financial compliance.
- Experience of working within a multi-country, multi-office, multi-cultural environment.
- Proven experience of exercising leadership and decision-making skills.
- Experience of ERP/project management/high-end accounting systems an advantage, e.g. Serenic Navigator (Navision), Microsoft Dynamics NAV, Jet Reporting, Salesforce, SharePoint and CMS websites.

Education

- Fully qualified accountant (ACCA, ACA, CIMA, CPA or equivalent) (Qualified by experience considered for an exceptional candidate).
- Educated to bachelor's degree level or equivalent an advantage.

Other requirements

- Must be willing and able to travel
- Fluent written and verbal English

WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition