



The Global Alliance for Improved Nutrition

Job title:	Associate, Finance and Operations		
Classification:	D3 – Associate	Direct reports:	0
Work location	Washington, DC	Travel required:	Up to 10%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p>Overall purpose</p> <p>The Finance Associate is a key member of the US office operations team and the International Finance team. Reporting to the Manager for Financial Systems and Reporting/Head of US Operations, you will be responsible for supporting the daily finance, HR, and administrative functions of the US office and for ensuring effective financial management of assigned donor grants.</p>
<p>Responsibilities</p> <p><u>U.S. Office Management/HR (35%)</u></p> <ul style="list-style-type: none"> • Day to day office tasks such as sending/receiving packages, arranging for guests to access the office, ordering office supplies • Complete semi-monthly payroll with the line manager supervision • Coordinate employee onboarding (insurance, 401(k), transit deductions, IT setup, inductions) • Responsible for the employee benefits, ensuring 401(k), staff/corporate insurances, etc., are paid timely and that scheduled compliance tasks are completed • Support GAIN Headquarters HR as needed • Responsible for the layout and furnishings of the office, including IT inventory • Provide logistical support for seconded staff • Provide support to visiting GAIN staff • Coordinate logistics for meetings • Establish and execute US social committee, ensuring social events take place; plan office summer and winter gathering • Liaise with building management to address office repairs and support requests • Provide light IT support for local IT resources; support headquarters IT service provider as needed <p><u>International Finance (50%)</u></p> <ul style="list-style-type: none"> • Ensure project reporting is reviewed on a monthly basis with implementing managers and that cost

The Global Alliance for Improved Nutrition

allocations made appropriately for the donors

- Ensure all reports are submitted accurately and on time to donors with sufficient variance analysis and context to enable transparency for donors assigned to this post
- Ensure and validate staff allocation for assigned projects
- Ensure project donor audits are organized and conducted to achieve compliance
- Review project income and expenditure to ensure it is compliant with expenditure restrictions specified within donor agreements
- Support the annual budget and quarterly forecasting cycles
- Provide support to country and HQ finance teams for internal reviews and external audits
- Update and modify periodic reports

Financial accounting (15%)

- Process invoices for payment, ensuring compliance with GAIN policies and proper entry to accounting software
- Responsible for the use of credit card; prepare and submit credit card statements for monthly reconciliation
- Support US colleagues in use of GAIN systems (travel, contracting, procurement, SharePoint, HR)
- Support financial period end
- Ad-hoc tasks as directed by the management of the finance team

Key organisational relationships

- Working with internal and external customers and employees
- Working on donor programs
- Working with external auditors

JOB REQUIREMENTS

Competencies

- IT literate with excellent MS Office skills, particularly Excel
- An enthusiastic team player but able to work independently
- Keen attention to detail and a commitment to continuous improvement
- Ability to prioritize and deliver results within tight deadlines
- Flexible and willing to take on new responsibilities and provide support to all GAIN staff as needed
- Knowledge and understanding of basic financial principles
- Flexible and helpful attitude, willing to troubleshoot and solve problems as they arise
- Able to help team members work through logistical and programmatic needs

The Global Alliance for Improved Nutrition

Experience

- Experience with budgets and payment processes
- Experience with benefits management and payroll
- Experience with ERP systems such as Dynamics NAV would be an advantage

Education

- Relevant Associates or Bachelors degree preferred

Other requirements

- Excellent communication skills (oral and written) in English

WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities