

## The Global Alliance for Improved Nutrition

<b>Job title:</b>	Project Accountant		
<b>Classification:</b>	D3 – Associate	<b>Direct reports:</b>	0
<b>Work location</b>	Nairobi, Kenya	<b>Travel required:</b>	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><b>Overall purpose</b></p> <p>The GAIN Finance Team is based predominantly across two locations: London and Geneva. The remit of the International Finance Team is to provide accurate and efficient reporting in line with best practice, donor regulations and organisational policy.</p> <p>Reporting to the International Finance Manager (based in London) , the Project Accountant plays a key role in ensuring effective donor reporting processes are in place for their respective country offices. You will be</p> <ul style="list-style-type: none"> <li>• Responsible for supporting programmes with continuous monitoring of actual spend and projected spend against agreed budgets to ensure all donor requirements are met.</li> <li>• Supporting forecasting, project audit, financial management of donor funds, donor reporting and project proposal development</li> <li>• Significant engagement with both finance and non-finance staff across GAIN country offices, providing strategic and technical oversight of all aspects of financial management.</li> </ul> <p>The successful candidate will be a qualified accountant (or current studier), ideally with some relevant international NGO and major donor (EU/BMGF/GAC/BMGF/SDC/ Dutch MFA/BMZ) experience. You will have strong interpersonal skills to enable you to communicate at all levels of finance and non-finance staff is essential as is the ability to present complex financial matters in a straightforward way.</p> <p>There are no direct supervisory responsibilities in this role but the ability to coordinate and communicate effectively with colleagues is critical.</p>
<p><b>Tasks and responsibilities</b></p> <p><u>Lore ipsum</u></p> <ul style="list-style-type: none"> <li>• Ensure all Project reporting is reviewed on a monthly basis with implementing managers and cost allocations made appropriately for the donors</li> <li>• Review project income and expenditure to ensure it is compliant with expenditure restrictions specified within donor agreements</li> <li>• Providing budgeting support and critical review on funding proposals</li> <li>• Working closely with the teams to ensure that project financial management tools and information systems are up to date</li> <li>• Ensure Programme Leads/ Managers / Coordinators have carried out the required due diligence processes for all partners/suppliers contracted</li> </ul>

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- Ensure all reports are submitted accurately and on time to donors with sufficient variance analysis and context to enable transparency
- Support annual budget and quarterly forecasting cycles
- Ensure project cash flow and restricted income balance is correctly managed
- Provide support to country finance teams and carry out internal compliance reviews
- Contribute proactively with the design of financial policies, planning and monitoring tools in the organisation
- Ensure project donor audits are organised and conducted to achieve compliance.
- Assist in supporting information for the Annual Statutory Accounting process
- Ad-hoc tasks as directed by the International Finance Manager and the Chief Financial Officer
- Able to write system reports so that we can strengthen our reporting framework

### Key organisational relationships

- Working with Country Directors, Project Managers ,GAIN partner organisations
- Working with donors which may include BMGF, Dutch MFA, USAID, DFID, SDC, BMZ, IDRC, GAC
- Working with external Auditors from a statutory or project perspective.

## JOB REQUIREMENTS

### Competencies

- Strong analytical and problem-solving skills
- An enthusiastic team player but able to work independently on donor portfolio.
- Must be flexible, adaptable, and quick to learn in our fast-paced dynamic environment
- Keen attention to detail and a commitment to continuous improvement.
- Ability to prioritise and deliver results within tight deadlines.
- Comfortable in dealing with a wide range of internal and external clients - programme staff, regional offices, banks, vendors, and consultants.
- Effective communicator demonstrated on both financial and narrative reporting
- Committed to a customer service culture within the team

### Experience

- Experience in a similar role with an international organisation or company
- Sound experience of donor funded projects and compliance issues such as, DFID, Dutch MFA
- Experience in multicurrency reporting and accounting
- Experience in implementing procedures and systems to ensure an efficient service to customers.
- A demonstrated progression of responsibility in previous roles.
- Experience of ERP systems, Navision would be an advantage.
- Experience of JET reporting would be advantage

### Education

- Qualified or part qualified accountant (ACCA, ACA, CIMA or other Qualified Accountant)
- Relevant degree

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### Other requirements

- Fluency in English essential.
- Knowledge of another GAIN country language is an advantage but not required.

### WHAT GAIN OFFERS

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