

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Senior Income & Resources Accountant
-------------------	--------------------------------------

<b>Classification:</b>	Grade 4	<b>Direct reports:</b>	0
<b>Work location</b>	London or Nigeria	<b>Travel required:</b>	Occasional

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 Corporate Finance Team of GAIN is based in two locations, London and Geneva. This position is part of the International Finance Team based in London. The function of the Team is to support GAIN's forward planning and decision-making by facilitating and contributing to financial budgeting and forecasting, provide accurate and efficient financial reports and information to a number of internal stakeholders, and produce financial reports for donors in line with their requirements.</p> <p>GAIN depends upon fundraising with institutional and governmental donors to fund its work. Fundraising is primarily conducted by our Development Office (also based in London) but increasingly is being carried out by our Country Offices in Africa and Asia.</p> <p>Reporting to the International Finance Manager, you will be responsible for ensuring the effective financial management of the fundraising processes by supporting the Development Office and Country Offices in the submission of numerous tenders, bids and proposals, sometimes to tight deadlines. You will also support the strategic financial management of the organisation by facilitating the preparation of budgets and forecasts. You will gain exposure to donor management, business partnership and the expansion of fundraising activities, along with learning about existing GAIN resources and how these fit in with the funding pipeline. All of this will involve significant dealings with both finance and non-finance staff who are based overseas in developing countries, you will also work in partnership with Directors, providing strategic and technical oversight of all financial aspects of resource management.</p> <p>There are no direct supervisory responsibilities in this role but the ability to coordinate and communicate effectively with colleagues is critical.</p>

## Global Alliance for Improved Nutrition

### Tasks and responsibilities

- Act as a Business Partner for the Development Office, creating an active partnership with fundraising staff and providing support and analysis.
- Lead on the preparation of well thought out budgets for incorporation into new proposal submissions to donors and providing supporting narrative, in accordance with GAIN's policies
- Work with the Head of the Development Office to track the funding pipeline and provide financial forecasts
- Assist in identifying resource gaps within the organisation and establish linkages to the funding pipeline
- Provide guidance and training to finance colleagues on GAIN's proposal development processes
- Assist in the preparation of Development Office board papers and funding analyses
- Actively engage with and contribute to the development and implementation of new procedures and systems and their update
- Proactively seek out opportunities to deliver value in the role, leveraging your technical and inter-personal skillset, identifying issues and proposing solutions
- Ad-hoc tasks as directed by the International Finance Manager or the Chief Financial Officer

### Key organisational relationships

- Working with internal and external customers and staff, including internationally
- Working with representatives of donors which may include BMGF, Dutch MFA, USAID, DFID
- Working with programme leads and Development Office managers and staff

## JOB REQUIREMENTS

### Competencies

- Strong analytical and problem-solving skills
- An enthusiastic team player but able to work independently as required
- 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 e.g. donor proposal submissions
- Comfortable in dealing with a wide range of internal and external clients - programme staff, Country Offices, senior managers, and consultants
- Effective communicator demonstrated in both financial and narrative reporting
- Committed to a customer service culture within the team
- Advanced Excel skills

### Experience

- Experience in a similar role with an organisation or company of equal standing
- Track record of engagement with fundraising and working on donor funded projects
- Relevant international NGO and major donor (EU / DFID / USAID / Dutch MFA/ BMZ) experience is preferable
- Experience in multicurrency reporting and accounting
- Experience with development of procedures and systems to ensure an efficient service to customers
- A demonstrable progression of responsibility in previous roles
- Experience of ERP systems, Navision would be an advantage
- Wider experience of preparing and interpreting financial reports including management accounts, and/or of project management, would be an advantage

## Global Alliance for Improved Nutrition

### Education

- Qualified or part qualified Accountant (CCAB or equivalent)
- Relevant degree

### Other requirements

- Fluency in written and spoken English essential
- Knowledge of French is an advantage but not required

### WHAT GAIN OFFERS

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