

Global Alliance for Improved Nutrition

Job title:	Head of Management and Donor Accounting
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Classification:	Grade 7	Direct reports:	1 - 5
Work location	London or Nairobi	Travel required:	Up to 15%

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.

The International Finance Team forms part of the Finance & Legal Directorate and is responsible for fulfilling our management accounting and donor financial reporting requirements, and for tender and proposal budgeting.

It is integral to GAIN's processes for corporate budgeting and forecasting. In response to the organisation's growth, we plan to expand the finance team by establishing a new unit in Nairobi Kenya, an initiative that the postholder will lead.

DESCRIPTION
<p>Overall purpose</p> <ul style="list-style-type: none"> • Fulfil a key role supporting the Chief Financial Officer (CFO) in the provision of strategic planning and oversight of effective, high quality financial management services to the organisation. • Lead GAIN's financial management of non-US donor relationships, including compliance with contract terms, reporting to donors and managing donor audits. • Lead, develop and motivate the International Finance Team to provide a high performing management accounting and donor reporting function. • Work in partnership with the CFO to improve, establish and promote a culture of financial accountability amongst managers and high professional standards amongst finance staff in all of GAIN's offices and programmes. • Lead the management of change both within International Finance and more widely, seeking continuous improvement in operational financial planning, workforce planning, system implementation, monitoring and compliance within all jurisdictions in which GAIN operates. • Deputise for the CFO in all matters pertaining to financial performance and financial strategy.
<p>Tasks and responsibilities</p> <p><u>Strategic Financial Management Services</u></p> <ul style="list-style-type: none"> • Support the CFO in ensuring that the Board, senior management and other managers across GAIN's offices receive regular, timely and accurate information to manage and review the financial performance of the organisation, providing expert professional analysis and advice. This includes preparing Board and Committee papers and making presentations and making recommendations where necessary. • Lead the budget-setting and financial forecasting processes across the organisation, providing and presenting high-quality summaries with effective commentary to senior managers and Board Committees.

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- Support the CFO in establishing and updating organisation-wide policies and procedures to maintain, monitor and improve the quality of financial management and the efficient use of resources.
- In collaboration with the CFO, support with the development and delivery of develop business priorities and action plans, identifying solutions and ensuring congruence across all services and that the strategic outcomes are evident.
- Undertake ad-hoc reviews into variations in performance as requested by the CFO and senior management.
- Support and facilitate the preparation of annual consolidated accounts and the external statutory

Donor accounting

- Lead, establish and update processes for preparing high-quality bid and proposal budgets for inclusion in applications to donors, ensuring that this capture all required costs and recoveries.
- Review major proposal budgets for submission, ensuring that these are financially viable, that complex financial information has been considered, and that risks are highlighted.
- Establish robust monitoring and reporting systems to monitor financial performance against donor contracts and ensure the full recovery of costs consistent with contract terms.
- Oversee and ensure that high-quality financial reports are provided for donors in line with their requirements and consistent with agreed deadlines.
- Oversee and manage external donor audits for non-US donors, ensuring that these comply with donor requirements, are completed to plan and deliver successful outcomes.

Team Leadership and People Management

- Lead and manage the International Finance team, overseeing the performance of team members and creating and promoting a culture of inclusive, professional leadership.
- Develop team members to ensure they set a high standard of business partnering across the organisation and provide high levels of service.
- Ensure that team members are supported to perform their roles and that talent management and career development is embedded.
- Support the development of the finance function and ensure that the organisation's aims for equality, diversity and inclusion are taken forward.

Culture

- Provide visible proactive and collaborative leadership, engaging finance professionals across the whole organisation, including mentoring and support to colleagues in country programmes.
- Support and act as a role model for a strong culture of accountability and probity ensuring that appropriate and compliant structures, systems, and processes are in place to minimise risk and promote the freedom to speak up.
- Actively promote best value improvements and cost efficiencies.
- Participate in the development of financial training tools including written materials, presentations, videos and workshops. Delivering workshops and training sessions as agreed.
- Participate in internal financial reviews and internal audits as agreed with the Financial Standards Lead.

Change Management

- Develop, promote and facilitate proposals for continual improvements in financial reporting, budgeting and forecasting, financial procedures and financial education and training. This includes making proposals for changing the structure of the International Finance team structures and responsibilities.
- Implement agreed changes to team structures, working closely with colleagues and the HR team and leading required recruitments and reviews. This includes establishing a new section of the team in Nairobi.
- Play a key role in the development of financial systems and processes in the Finance & Legal Directorate and across the organisation. This includes continually reviewing and updating processes and practises.

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- Actively seek the views of all major stakeholders on the quality and format of financial management information and continually improve reporting to meet their needs.

Key organisational relationships

- Reports to the Chief Financial Officer (CFO) Deputises for the CFO as required, including at Board and senior management meetings where necessary
- Leads the International Finance team (3 direct reports, total team of 7)
- Works closely with other managers in Corporate Finance (Financial Systems and Reporting Manager, Financial Accounting Manager, Financial Standards Lead)
- Engages in a wide range of relationships throughout the organisation, including country finance teams, members of the Senior Management Team, Development Office, managers at all levels, subject matter experts and technical staff

JOB REQUIREMENTS

Competencies

- Sophisticated management and leadership skills with the ability to prioritise and to delegate responsibilities as required
- Advanced financial management abilities and technical skills in financial reporting and analysis.
- Exceptional written, visual, and verbal communication skills in English.
- Excellent interpersonal skills and the ability to develop effective relationships with others.
- Ability to work autonomously, with a results focused and solution-orientated proactive approach
- Strong critical thinking and strategic problem-solving skills.
- Analytical rigour and numerical excellence.
- Keen attention to detail and a commitment to continuous improvement.
- Adaptable and quick to learn in a fast-paced environment.
- Ability to collaborate and liaise effectively with and influence diverse stakeholders, building partnerships.
- An enthusiastic team player and team builder.
- Competent in MS office and IT systems with advanced excel skills
- Project planning and management skills, with the ability to work under pressure
- Committed to transparency and accountability in a not-for-profit organisation.

Experience

- Substantial experience in donor budgeting, compliance, and reporting in the context of complex multi donor programmes.
- Extensive experience of producing and presenting financial reports at various levels, including to Board members.
- Demonstrable experience in a senior level financial management position in an international NGO or multi-cultural setting (5 years).
- Successful track record in effectively managing finance teams, ideally including remote management.
- Experience of computerised accounting software and an aptitude for system improvements and developments. Knowledge of NAV an advantage.

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- Experience of leading financial training workshops/sessions an advantage.

Education

- Qualified Accountant (ICAEW, ACCA, CIMA, CIPFA or equivalent) with full membership and evidence of up-to-date continuing professional development.
- Educated to Bachelor's degree level or equivalent an advantage.
- Management training/MBA an advantage.

Other requirements

- Availability to travel to other GAIN offices regularly, including country programmes (up to 15%).
- Knowledge of and ability to converse in French an advantage.

WHAT GAIN OFFERS

- Competitive salary
- Generous annual holiday entitlement
- Flexible working hours, including hybrid working policy
- Friendly working environment
- Professional development opportunities