

Global Alliance for Improved Nutrition

Job title:	Finance and HR Associate, US
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Classification:	Grade 3	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. 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.

GAIN operates program in 9 developing countries in Africa and Asia. It runs its global operations and technical teams from 4 representative offices in Europe and North America. GAIN has grown significantly during the last few years and has a significant number of bilateral, multi-lateral and private sector donors. These fund a wide variety of programs, some of which are jointly funded and multi-country. GAIN's US Office hosts the Directorate for EatSafe, a five-year program funded by USAID to enable lasting improvements in the safety of nutritious foods in informal markets. The US office functions as a representative office, liaising with donors and other stakeholders in North America and supporting GAIN's Development Office.

DESCRIPTION
<p>Overall purpose</p> <p>The role of the Finance and HR Associate is an integral part of the US Office operations team. Reporting to the Senior Associate, Finance and Operations, you will be responsible for supporting with the daily finance, HR, office management and administrative functions of the US Office.</p> <p>The post-holder will build and maintain systems, processes, and strong working relationships with a range of individuals within GAIN and other organizations to ensure the effective and efficient functioning of the US Office.</p>
<p>Tasks and responsibilities</p> <p><u>Human Resources (HR) (30%)</u></p> <ul style="list-style-type: none"> Responsible for payroll and benefits administration, ensuring administrative and compliance tasks are completed on schedule and of the highest quality and that US staff can effectively access and take advantage of benefits Serving as HR Representative for the US office, supporting GAIN Headquarters (HQ) with the employee lifecycle Staying abreast of changing compliance landscape and monitor for compliance to regulations and internal policies Handling HR-related queries from staff and resolving or referring as necessary Supporting recruitment, onboarding, and separation processes whenever necessary in partnership with the Global HR team Facilitating the performance assessment process Raising awareness of and promoting the various learning and development and well-being initiatives available to staff. Signposting staff to sources of information and support. <p><u>Finance and Financial Accounting (15%)</u></p> <ul style="list-style-type: none"> Responsible for US office financial accounting (e.g, A/P and A/R) Maintaining records for all transactions including the office credit card and process transactions through the financial system Performing month end tasks such as bank reconciliation, balance sheet reconciliations Serving as the US office "Procurement Champion", providing training, guidance, and support in GAIN's procurement system and policies to US and other colleagues

- Supporting the Global finance team with additional tasks as required

U.S. Office Management (25%)

- Responsible for creating and distributing 1099-MISC forms to US-based contractors
- Responsible for the use of the office credit card
- Managing day to day office tasks such as sending/receiving packages and ordering office supplies/equipment
- Responsible for the layout and furnishings of the office, including IT inventory
- Chairing the US social committee, ensuring social events take place; planning office summer and winter gathering and other events in support of US office operations and well being
- Providing logistical support for meetings and events, including recurring office meetings
- Providing support to office visitors
- Advising staff on organizational policies and procedures
- Liaising with building management to address office repairs and support requests
- Providing light IT support for local IT resources; support headquarters IT service provider as needed

Knowledge Leadership (KL) Support (20%)

- Managing all tasks related to the agenda and travel for the KL Director
- Providing administrative support for the KL team

Key organizational relationships

- Reports to the Senior Associate, Finance and Operations
- GAIN International Finance team
- GAIN Financial Accounting team
- GAIN Global HR team
- GAIN KL team
- Staff members based in the US office
- Users of GAIN's procurement system

JOB REQUIREMENTS

Competencies

- An enthusiastic team player but able to work independently
- High level of professionalism, integrity confidentiality and discretion
- Strong relationship management and communication skills
- Clear and systematic thinking that demonstrates good judgment, expert problem solving
- Keen attention to detail and a commitment to continuous improvement
- 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
- Excellent communication skills (oral and written) in English
- Computer literacy with good Excel, MS Word, Outlook, and Power Point skills

Experience

- Relevant experience in office management or operations in a similar position, ideally including benefits management and payroll
- Experience with budgets and payment processes (Experience with ERP systems such as Dynamics NAV would be an advantage)
- Experience supporting with HR administrative processes and practices, and advising on best HR practice
- IT literate with excellent MS Office skills, particularly Excel

Education

- Higher level education preferred but not essential.

Other requirements

- Eligible to live and work in the US - Due to the nature of the role, you will need to reside within Washington D.C., Maryland or Virginia areas
- Fluency in both written and spoken English

WHAT GAIN OFFERS

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