

Global Alliance for Improved Nutrition

Job title:	Project Accountant		
Classification:	Grade 3	Direct reports:	0
Work location	Nairobi, Kenya	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.

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. The Team consists of two units, based in London, UK and Nairobi, Kenya.

DESCRIPTION
<p>Overall purpose</p> <ul style="list-style-type: none"> • Support the Manager, Finance and Compliance by providing an effective, high quality financial management service to the organisation. • Provide financial business partnering to a portfolio of projects, supporting colleagues in the financial management of these projects. • Provide and support the financial management of a portfolio of donor relationships with an emphasis on non-US donors, ensuring compliance with contract terms, preparing and reviewing reports to donors and supporting donor audits. • Ensure that GAIN's financial processes and procedures are followed and improved. • Support finance managers in promoting a culture of financial accountability amongst programme and operational managers, and high professional standards amongst finance staff in all of GAIN's offices and programmes.
<p>Tasks and responsibilities</p> <p><u>Financial management and business partnering</u></p> <ul style="list-style-type: none"> • Work closely with budget holders, project managers and local finance staff to promote and provide effective financial management to projects. This includes: <ul style="list-style-type: none"> ○ Ensuring that reviews of financial performance are carried out to timetable and that explanations of financial variances and changes to forecast assumptions are recorded. ○ Monitoring and where necessary managing the budget-setting and financial forecasting processes, liaising closely with colleagues and ensuring that processes are completed accurately and to timetable. Providing feedback to finance managers on the effectiveness of processes and the quality of financial forecasts. ○ Providing and/or reviewing financial reports and analyses of financial performance for senior finance managers, as required under GAIN's financial processes or as requested. • Monitor the completeness, accuracy, and timeliness of financial transactions in GAIN's financial systems, ensuring that cost allocations are made correctly and raising correcting journal entries where required. • Support the preparation of annual consolidated accounts and the external statutory audit by producing reports, supporting documentation and explanations as required.

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- Undertake ad-hoc reviews into variations in performance as requested by senior finance managers.

Donor accounting

- Provide effective financial management for donor grants, working closely with programme managers, fundraising staff and local finance staff. This includes:
 - Preparing interim and final donor financial statements, cumulative summaries and periodic forecasts for review by finance managers, ensuring that these are accurate, that they are consistent with reported programme activity and that they are produced in accordance with agreed deadlines.
 - Ensuring that donor reports and forecasts comply with grant contracts, particularly for those donors with very specific detailed information requirements.
 - Providing support and analysis for the preparation of proposal budgets for review by finance managers, ensuring that these include all relevant expenditures and meet donor requirements.
- Review transactions and financial balances for assigned grant accounts in GAIN's financial systems, including:
 - Ensuring that transactions and cost allocations charged to grants are compliant with expenditure restrictions specified within donor agreements, and with donor requirements for allowable expenditure.
 - Preparing reconciliations and schedules for deferred/restricted income balances and cash flow, ensuring that these are correctly recorded and reconciled.
 - Ensuring that unexpected balances and possible discrepancies are identified and explained.
 - Raising correcting journal entries where required.
- Check and close donor grants that have reached their completion date, ensuring that final reports have been submitted, all funds are received, and contractual obligations met.
- Support the carrying out of external donor audits, by producing reports, supporting documentation and explanations as required and by responding promptly to requests from the auditors and finance managers.

Collaboration & Compliance

- Monitor the operation of GAIN's financial processes including procurement and payments, ensuring that published procedures are followed, reporting any significant breaches and approving transactions in line with delegated authority.
- Provide advice and support to managers, budget holders, project managers and local finance teams as needed.
- Participate in the provision of financial training across the organisation, engaging in workshops and training sessions as agreed.
- Participate in internal financial reviews and internal audits as agreed with the Financial Standards Lead.

Change Management

- Draw on observations and analysis of processes and procedures for financial management and donor accounting to provide suggestions, recommendations and observations for improvements to finance managers.
- Participate in the design of financial policies, planning and monitoring tools in the organisation.
- Where reallocations of projects and/or donor grants between units or unit members is required, ensure that effective handover and/or induction takes place for a unit member receiving projects or grants for the first time.

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Key organisational relationships

- Reports to the Manager, Finance and Compliance.
- Works closely with other managers in Corporate Finance (Head of Management and Donor Accounting, 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 Development Office, managers at all levels, subject matter experts and technical staff.

JOB REQUIREMENTS

Competencies

- Very good capabilities in personal organisation and time management, able to prioritise and deliver results within tight deadlines.
- Comfortable in dealing with a wide range of internal and external clients.
- An enthusiastic team player but able to work independently as required.
- Strong analytical and problem-solving skills.
- Flexible, adaptable, and quick to learn in a fast-paced dynamic environment.
- Keen attention to detail and a commitment to continuous improvement.
- Effective communicator, demonstrated in financial and narrative reporting and verbal explanations.
- Strong IT literacy with good MS Excel, MS Word and Internet skills.
- Committed to a customer service culture within the team.

Experience

- 3-5 years' experience in a relevant role with an NGO. Experience of an international organisation an advantage.
- Demonstrable experience of the financial management of donor grants. Experience of USAID, DFID, Dutch MFA, EU grants an advantage.
- Experience in multicurrency reporting and accounting
- Experience of ERP/high-end accounting systems, experience of NAV and/or Jet Reporting an advantage.

Education

- Qualified or part qualified accountant (ACCA, ACA, CIMA, CPA or equivalent). Progression towards qualification an advantage.
- Educated to bachelor's degree level or equivalent an advantage.

Other requirements

- Availability to travel to other GAIN offices regularly, including country programmes (up to 10%).
- Knowledge of and ability to converse in French an advantage.

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WHAT GAIN OFFERS

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