

## Job Description

<b>Job title:</b>	Manager, Finance & Compliance (Countries)		
<b>Classification:</b>	Grade 5	<b>Direct reports:</b>	1 - 5
<b>Work location</b>	Nairobi	<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. 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. The postholder leads the Nairobi-based team, which focuses on support to country programmes and the associated donor grants.

DESCRIPTION
<p><b>Overall purpose</b></p> <ul style="list-style-type: none"> <li>• Support senior finance managers in the provision of effective, high quality financial management services to the organisation.</li> <li>• Lead a unit of Project Accountants to provide a high performing management accounting and donor reporting function.</li> <li>• Oversee the financial management of a portfolio of non-US donor relationships, including compliance with contract terms, reporting to donors and managing donor audits.</li> <li>• Support senior 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, monitoring internal financial processes to promote compliance.</li> <li>• Support senior finance managers in the management of change, seeking continuous improvement in operational financial planning and financial monitoring and compliance within all jurisdictions in which GAIN operates and making recommendations.</li> <li>• Deputise for senior finance managers in matters pertaining to financial performance and donor reporting.</li> </ul>
<p><b>Tasks and responsibilities</b></p> <p><u>Financial management and business partnering</u></p> <ul style="list-style-type: none"> <li>• Support senior finance managers in ensuring that managers at all levels 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.</li> <li>• Lead in providing financial reports, analyses and recommendations for a portfolio of major programmes, which may be multi-project and/or multi-donor in scope.</li> <li>• Lead the unit in developing and maintaining effective financial business partnering across a portfolio of projects. This includes ensuring that budget holders, project managers and local finance staff are supported in the financial management of the projects, receiving information, analysis and guidance as needed.</li> <li>• Oversee the budget-setting and financial forecasting processes for a portfolio of programmes and projects, ensuring that processes are completed accurately and to timetable. Provide feedback to senior finance managers on the effectiveness of processes and the quality of financial forecasts.</li> <li>• Undertake ad-hoc reviews into variations in performance as requested by senior finance managers.</li> </ul>

- Support and facilitate the preparation of annual consolidated accounts and the external statutory audit by mobilising the team to produce reports, supporting documentation and explanations as required.

#### Donor accounting

Lead the unit in providing effective financial management for a portfolio of predominantly non-US donors, liaising and engaging with internal managers and representatives of donors as necessary. This will include:

- Developing and presenting financial reports, analysis and recommendations on major donors to senior managers, including the impact of exchange rate fluctuations for non-US dollar grants.
- Ensuring that donor reports and forecasts are submitted by the unit accurately, on time and in compliance with donor requirements, with sufficient variance analysis and context to enable transparency.
- Providing expert advice and strategic guidance on donor compliance requirements to managers at all levels.
- Mobilising the unit to monitor project expenditure and ensure compliance with any restrictions specified within donor agreements.
- Ensuring that where required, effective financial reviews of partner agencies are carried out and that reports of findings and recommendations are presented to a high standard.
- Reviewing proposal budgets prior to submission as required, ensuring that these include all relevant expenditures and meet donor requirements.
- Leading for International Finance on donor audits, ensuring that reports presented comply with the requirements of the donor and the auditor, liaising with auditors and mobilising the unit to produce reports, supporting documentation and explanations as required.
- Ensuring that accounting for donor grants is carried out accurately and within deadlines, for example that cash flow and deferred/restricted income balances are correctly recorded and reconciled.

#### Team Leadership and People Management

- Lead a unit of Project Accountants, overseeing the performance of unit members and promoting a culture of inclusive, professional leadership.
- Ensure that members of the unit are supported to perform their roles and that talent management and career development is embedded.
- Develop members of the unit to ensure they set a high standard of business partnering across the organisation and provide high levels of service.
- Provide effective induction/briefing for new members of the unit, or members of the unit taking on new responsibilities.
- Support the development of the finance function and ensure that the organisation's aims for equality, diversity and inclusion are taken forward.

#### Collaboration & Compliance

- Provide expert advice and guidance to senior managers, budget holders, project managers and local finance teams.
- Ensure that GAIN's financial procedures are followed within the unit and monitor their operation within programmes and projects, reporting any significant breaches and making recommendations for improvements.
- Contribute to the design of financial training workshops and material and participate in the provision of financial training sessions across the organisation.
- Participate in internal financial reviews and internal audits as agreed with the Financial Standards Lead.

#### Change Management

- Monitor and observe the operation of financial processes and procedures, identifying potential improvements and areas of weakness and making recommendations to senior finance managers.
- Support and make recommendations for the implementation of enhancements in financial systems, policies and procedures, taking part in project groups, carrying out project tasks and making comments and recommendations from practical experience.
- Advise senior finance managers in determining and agreeing the most effective allocation of projects and donors between units, supporting and managing unit members through any agreed changes and ensuring that effective handover/induction takes place.

### Key organisational relationships

- Reports to the Head of Management and Donor Accounting, deputising for them as required.
- Leads a unit of the International Finance team (2 direct reports).
- Works closely with other managers in Corporate Finance (Chief Financial Officer, 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

- Excellent management, leadership and planning skills, able to lead a team to deliver results within tight deadlines.
- Strong analytical and problem solving skills.
- Strong ability to be flexible and adaptable in times of unexpected challenges and provide creative solutions, whilst always maintaining GAIN's values.
- Excellent capabilities in personal organisation and time management.
- Excellent communication skills, presenting clear written reports and verbal explanations with strong interpersonal and negotiation skills. Able to explain financial concepts and analyses to non-finance colleagues.
- An enthusiastic team player but able to work independently as required.
- Keen attention to detail and a commitment to continuous improvement.
- Strong IT literacy with good MS Excel, MS Word, Outlook, Internet and Power Point skills.
- Comfortable in dealing with a wide range of internal and external clients.
- Committed to a customer service culture within the team.

### Experience

- Significant professional experience in grant/donor finance with good knowledge and skills in technical accounting, the financial management of restricted donor funding, and donor compliance.
- Proven experience of managing a diverse team of finance staff.
- Financial management of large, restricted funds (at least GBP 6 million grant size) with experience of multicurrency reporting and accounting.
- Experience of ERP/high-end accounting systems, experience of NAV and/or Jet Reporting an advantage.

### Education

- Fully qualified accountant (ACCA, ACA, CIMA, CPA or equivalent) (Qualified by experience considered for an exceptional candidate).
- Educated to bachelor's degree level or equivalent an advantage.
- Line management training 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.

#### 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