

Senior Finance Officer – Institutional Grants Management (UK)

Who We Are:

Global Fund for Children partners to build a world where all youth are safe, strong, and valued. We pursue this mission by investing in innovative, locally led organizations, helping them deepen their impact and build their capacity for social change. To further advance and protect the rights of children and youth, GFC supports its partners to engage in grassroots advocacy initiatives to effect policy change from the local level. Since 1997, we have invested \$51 million in more than 900 organizations, reaching 11 million children and youth worldwide. Learn more: www.globalfundforchildren.org.

Who we need:

The Senior Finance Officer will support all financial aspects of budgeting, reporting, compliance, and financial management of GFC's active institutional grants portfolio and will play a key part of improving our program delivery by supporting grant budget holders.

The Senior Finance Officer is preferred to be based in our London, UK office. Qualified candidates outside this location may be considered provided they meet the essential experience. The incumbent must have the ability to work some evening hours every week in order to coordinate with the US-based finance team's EST hours during the training period of the job and thereafter, as needed.

This position will primarily report to Vice President, Finance, in close intersection with the Finance Controller, both located in Washington DC.

What you'll do:

Revenue and Expense Management

1. The Senior Finance Officer will work closely with Programs team to ensure the accuracy of recorded grant activity and prepare monthly trackers reconciled against the general ledger.
2. Assist the Sr. Accounting Associate with weekly grant disbursements, transfers, and entry in the general ledger.
3. Ensure both employees and consultants are properly allocated to projects based on the donor approved budgets.
4. Review the timesheet reports for staff and provide a quarterly analysis of salary burn rates to ensure the projects stay on target to spend down by fiscal year end.
5. Review and approve expense reports related to active grants within the Concur Expense system.
6. With the assistance from the Sr. Accounting Associate, the Finance Manager will track Restricted Net Assets from all revenue sources especially institutional grants received by the UK and the US offices.

Project Management

1. With Sr. Accounting Associate, the Senior Finance Officer will maintain communications with project managers & program directors by proactively holding quarterly Finance/Programs meetings with the assistance of the Sr. Accounting Associate
2. Allocate and manage grants budgets based on fiscal years, while maintaining compliance related to donor requirements.
3. Manage donor finance reports schedule throughout the year, producing donor reports in the donor approved formats in a timely manner.
4. Manage internal grants budget template and make recommendation to changes within its categories to meet both internal guidelines and external trends.
5. Perform reconciliations of grant activities by selecting the proper accounting treatment and maintaining documentation for the audit trails
6. Assist the Finance Controller with the annual audit request related to active grants.
7. Assist Finance Controller with project audits as requested by the donors.

Other Responsibilities

1. Manage monthly payroll administration with the external accountants and assume the role of HRMC administrator.
2. Oversee the work of the Sr. Accounting Associate.
3. Other responsibilities assigned by Vice President, Finance, and the Finance Controller.

What we're looking for:

- Proven experience of UK charity accounting is required.
- Minimum of 5 years' progressive experience in nonprofit accounting to include A/P, C/R, G/L and expense reporting.
- Demonstrable skill in creating and tracking budgets and expenses for grants and organizational projections, to include the ability to understand donor agreements and reporting requirements are essential.
- Knowledge of nonprofit financial reporting requirements, strong financial analysis, and presentation abilities.
- Understanding of multi-currency and multi-entity accounting (preferred).
- Ability to collaborate with diverse groups of people around a purpose, as well as work well independently.
- Strong verbal and written communication and customer service skills.
- Ability to communicate financial concepts to non-financial professionals
- Attention to detail, strong organizational skills, and ability to work with a high degree of accuracy.
- Intermediate to advanced skills in excel to include PIVOT Tables and V-Look-ups.
- Non-profit audit experience (preferred).

- Demonstrated commitment to GFC's values.

How to apply:

Please send **(1) a cover letter, and (2) a resume or curriculum vitae** to careers@globalfundforchildren.org with "Senior Finance Officer – Institutional Grants" in the subject line and include your salary expectations in your application materials.

Position is open until filled for immediate hire, and only short-listed candidates will be contacted. This is a permanent position and salary will be determined based on experience and location of the hired staff.

GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We particularly encourage applications from diverse communities to apply.

The salary range for this position based in London will be GBP 42,000 to 50,000. GFC offers a generous benefits package for our employees in the UK and US.

If you are an applicant with a disability and require a reasonable accommodation to apply, please send an email to careers@globalfundforchildren.org with your request.

Learn more about us at www.globalfundforchildren.org.