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 our founding nearly 25 years ago, GFC has invested more than $50 million in over 900 grassroots organizations around the world.

What will you be doing?

The Finance Controller will play a critical role in ensuring the financial health and stability of the organization by managing all aspects of financial operations, compliance, and reporting.

The Finance Controller will oversee the Accounting Associate and work closely with the UK Finance Manager to manage GFC’s grants portfolio along with day-to-day accounting operations including but not limited to disbursements, allocations to the General Ledger and monthly close-out procedures across the US and UK offices. The Finance Controller will work cross-functionally with our DC and London-based offices and our international affiliates. This is an exempt position, reporting to the Vice President, Finance and based out of the DC office.

The ideal candidate will be a representative of GFC’s mission, embracing our Core Values of Courage, Passion, Partnership, Learning, Inclusion and Excellence in their daily work. Your routine responsibilities include:

Financial Management

- Oversee and manage the day-to-day accounting and financial operations for the US and UK offices.
- Maintain control of the following areas: general ledger, accounts payable, expense reports, billing, payroll, and journal ledger. Ensure that all financial transactions processed accurately, in a timely manner, and in accordance with generally accepted accounting principles (GAAP).
- Oversee month-end close out procedures and produce journal entries including but not limited to staff salaries allocations, indirect cost allocation, transfers between US and UK entities, month-end adjustments for prepaids and accruals.
- Work with our US and Global PEO providers to oversee payroll processing and utilize ADP Time and Attendance system to prepare an allocation schedule to
allocate expenses on grants, indirect and common costs.

- Review and analyze monthly financial transactions and prepare budget variance, projections and forecast reports for Vice President, Finance.
- Assist Vice President, Finance in preparation of annual budgets, quarterly reviews and forecasting of grant activities.
- Prepare and assist with developing audit schedules for the annual audit. Assist in coordinating the preparation of the draft audited financial statements and all tax returns (1099 filings). Gather Form 990 information for the annual tax return.
- Facilitate training for all GFC staff and interns on financial systems including Concur, ADP, and grant templates.
- Maintain GFC financial systems of accounts (Sage Intacct, Concur, HSBC and ADP Time and Attendance)
- Act as backup for processing transactions related to payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- Conduct regular financial reviews, identifying areas for improvement and implementing necessary changes.
- Develop, implement, and maintain internal controls and financial policies and procedures.
- Advise on and lead implementations for process and systems improvements as we continue to scale up and grow as an organization.
- Provide guidance and support to the finance team, fostering a collaborative and high-performing environment.
- Stay up-to-date with changes in accounting regulations and best practices, and recommend improvements to financial processes.
- Supervise accounting staff and interns as required.
- Perform any additional duties as assigned by the Vice President, Finance.

Grants Management

- Manage GFC entire grants portfolio and its interaction with financial accounting.
- Prepare or approve (if prepared by other members of the team) grant trackers of expenditures and reconciliation of the cash balances to restricted fund balances.
- Collaborate with program directors to develop and monitor program budgets, providing guidance on financial matters.
- Maintain control over restricted fund schedules (US and UK) including restricted accounts reconciliations, used to administer GFC’s grants portfolio.
- Prepare monthly grant activity release schedules with the assistance of Finance Manager and Sr. Accounting Associate.
- Troubleshoot timesheets and expense reporting issues.

Are you the right person?

If you have a track record of working in finance or accounting with charitable organizations, have strong people and project management skills with knowledge and expertise in financial and grants management, we would love to hear from you! We are looking to hear from exceptional candidates who can demonstrate strong skills in most of the following areas:
• Proactive, hands-on manager who will own, in partnership with the Vice President, Finance, responsibility for the Finance Department.
• Strategic thinker who possesses solid business acumen and is able to organize and manage multiple priorities.
• Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.
• Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
• Proven ability to make complex and time-sensitive decisions in the best interests of the organization.
• Ability to both collaborate with diverse groups of people, and to work well independently.
• Bachelor’s degree in accounting or finance or equivalent related experience.
• 7 years of finance and accounting experience, including finance, accounting, audit, grants administration and analysis.
• Intermediate to advanced skills in excel to include PIVOT Tables and V-Look-ups.
• Understanding of multi-currency and multi-entity accounting (preferred).
• Experience working in Sage Intacct (highly preferred).
• Passion for GFC’s mission and values.

What we offer you:

Global Fund for Children (GFC) fosters a caring and flexible work environment that promotes collaboration, team wellbeing, respect, and professional development. We set standards of excellence and quality in our work, firmly believing that children and youth deserve the best we can offer. The salary range for this position is $95,000 to $115,000, and includes a comprehensive benefits package.

How to apply:

Please share your CV and a targeted cover letter answering the following questions: 1) What excites you most about this role and how is it directly connected to your skills or experience; 2) What targeted experiences would you bring to this role, to careers@globalfundforchildren.org with “Finance Controller” in the subject line. Applicants must be legally eligible to work in the US. The deadline for applications is August 25, 2023.

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 communities that have historically been excluded from philanthropy and from under-represented groups to apply.

Learn more about us at www.globalfundforchildren.org.