Job Description
Financial Analyst | August 2020

The Hunger Project (THP) is a global non-profit organization whose mission is to end hunger and poverty by pioneering sustainable, grassroots, women-centered strategies and advocating for their widespread adoption in regions where hunger persists. We operate in 22 countries with 350 staff and have mobilized 500,000 volunteer leaders worldwide. Our programs throughout Africa, South Asia and Latin America are based on an innovative, holistic approach, which empowers women and men living in rural villages to become the agents of their own development and make sustainable progress in overcoming hunger and poverty.

Current locations include a Global Office, located in New York City, twelve Program Countries (Bangladesh, Benin, Burkina Faso, Ethiopia, Ghana, India, Malawi, Mexico, Mozambique, Senegal, Uganda, Zambia) of which two (India and Mexico) are separately incorporated, and nine Partner Countries (Australia, Canada, Germany, Japan, Netherlands, New Zealand, Sweden, Switzerland, United Kingdom) all of which are independent entities with independent boards.

Position Summary

The Financial Analyst role is a full-time position located in the THP global office in New York City and reports to the Finance Manager while working in close collaboration with key staff in THP’s Program Countries and Fundraising Partners.

The role includes responsibilities in both Treasury and Financial Planning & Analysis and will include cash management, cash forecasting, foreign exchange exposure management, support for international program country budgeting, accounting and reporting and special projects.

This is a full-time position located in the global office in New York City, and reports to the Finance Manager. THP is currently working 100% remotely during the COVID pandemic.

Essential Functions

US Treasury Operations

- Monitor THP’s US cash position and create a weekly cash report that includes a two-week cash forecast, accounting for projected receipts and disbursements
- Create wire transfers on bank website for approval and release by the Finance Manager, to our Program Country offices and vendors

Global Budgeting and Forecasting

- Manage and track all cash transfers between the Global Office, international fundraising partners and THP Program Country offices, and report on the alignment of transfers with budgets, forecasts and grant agreements
- Maintain the US Cash Flow forecast, updating with year to date actual data and forecasts of future inflows and outflows between the Global Office and Program Country offices
- Perform reconciliation of the international fundraising partner receivable schedules along with international fundraising partner payments to Program Country offices
• Assist the Finance Manager with the Program Country budgeting process, forecasting and maintaining our consolidated budget by updating grant information and program and support costs
• Support and maintain foreign exchange analysis and reporting

General Financial Planning and Analysis

• Review Program Country financial reports and cash information and compare to budgets and forecasts
• Review and analyze Program Country spending budgets and funding from existing grants and identify funding gaps
• Assist with the implementation of a new accounting and grant management system (Intacct), including the transition from the in-house platforms to Intacct, assisting with both the configuration and data migration
• Prepare ad hoc analysis as requested

Qualifications

1. Education (minimum degree needed):
   • Minimum Required: Bachelor’s degree in accounting, finance, economics, or related field

2. Work Experience (minimum needed):
   • Minimum Required: 3 years of progressive relevant experience in financial operations support, preferably in treasury and/or FP&A and ideally including implementing new accounting software packages
   • Preferred: non-profit and/or international organization experience in a fast-paced environment with a small team

3. Specialized Knowledge Needed for Performance of Job:
   • Knowledge of Financial Accounting/GAAP and Management Accounting/Reporting
   • Proficiency with spreadsheets and advanced experience with Excel is required
   • Experience with the management of foreign exchange risks is preferred
   • Strong reporting and analysis skills

4. Basic Skills (e.g. level of judgment required, ability to direct, work independently, multi-task, etc.):
   • Strong problem-solving skills and the ability to develop and propose creative solutions, while also identifying issues which need to be escalated
   • Strong project and time management skills, sound judgment, ability to prioritize and multi-task
   • Strong teamwork and collaboration skills; ability to work with colleagues and partners nationally and internationally
   • Self-driven and results-oriented with a positive outlook
   • Ability to adapt and work in a very flexible, fluid, and evolving environment
   • Exceptional attention to detail and high level of accuracy

5. Special Skills (technical or advanced)
   • Proficiency in MS Office Suite
   • Strong command in Intacct is preferred
   • High level of knowledge with Google Suite and tools

6. Other (communication skills, mechanical aptitude, math skills, learning skills, or other specific skills required):
   • Fluency in Spanish and or French preferred
   • (Excel) data management and mathematical problem-solving skills needed
   • Ability to effectively communicate both verbally and in writing
   • Trustworthy with confidential information

7. Additional Comments
• Ability to occasionally work with a varying schedule including occasional evenings, early mornings and weekends as needed to accommodate wide ranging time zones and the occasional weekend meeting
• Ability to travel domestically and internationally
• Commitment to The Hunger Project’s values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team who loves what they are doing and feels it is a privilege to be working in service of this mission
• Participate in collegial office environment including helping with office-wide initiatives outside of own job area such as fundraising events

Benefit Highlights

• Defined contribution for each staff member to be spent on choice of authorized benefits including gold level medical, dental and vision, retirement or student loans
• 20 days paid leave to start, plus 9 holidays and 12 sick days
• Progressive parental leave: 2 months’ full time pay, with 3-month gradual return
• Flexible work hours and arrangements
• Retirement plan: gradual vesting in 401(a) Fund over 5 years. Match provided to 403(b) pre-tax Annuity

How to Apply

Please forward your letter of interest, resume, salary expectations and references for immediate consideration to recruitmentfinance@thp.org. Note “Financial Analyst” in the subject line of your e-mail.