



Job Description

Financial Analyst - June 2023

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 countries throughout the world. We operate in 22 countries with 330 staff and have mobilized hundreds of thousands of 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 Hunger Project office locations include:

USA: Global Office in New York City and multiple home offices.

13 Program Countries: Bangladesh, Benin, Burkina Faso, Ethiopia, Ghana, India, Malawi, Mexico, Mozambique, Peru, Senegal, Uganda, Zambia.

9 Partner Countries: Australia, Canada, Germany, Japan, Netherlands, New Zealand, Sweden, Switzerland, United Kingdom.

Position Summary

The Financial Analyst has responsibilities in both Treasury and Financial Planning & Analysis. It includes but is not limited to cash management, cash forecasting, and foreign exchange exposure management. The Financial Analyst also coordinates international program country budgeting and reporting.

As a core member of the Global Finance Team within the Global Office, the incumbent works closely with the head of Finance in our Program Countries, with the Global Grants and Compliance function, and with the Program Partnership Development Team.

This full-time position is based out of THP's office in New York City, and remote candidates are welcome to apply, with a strong preference for candidates based in or near NYC. The position reports to the Senior Accounting and Finance Manager and is exempt from overtime.

The salary range for this position is \$55,000 - \$65,000 USD. The candidate must have eligibility to work in the U.S. and must not require visa sponsorship in the future.

Key Responsibilities

US Treasury Operations

- Closely track THP's US cash position; create weekly cash report that includes a monthly cash forecast, accounting for projected receipts and disbursements;
- Collaborate with the Program Partnership Team, tracking efficient and timely program country reporting, payment requests, and monitoring of FX rate fluctuations;
- Create wire transfers to our Program Country offices and international vendors, organize supporting documentation for record and audit, track process until it is completed .

Global Budgeting and Forecasting

- Monitor and track all cash transfers between the Global Office, the Partner Countries, the local donors, and 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 in coordination with the US fundraising and Program Partnership Development Team;
- Assist the Program Country annual budgeting; review processes and templates, and propose improvements, maintain budget tracker and budget platform update and prepare Program Countries spending authority letters;
- Coordinate the grant recast and rollovers process between Program Countries and Partner Countries, keep budget platform workflow and entry accurately up to date in the most recent approved version;
- Coordinate submission of rolling budget management plan for Program Countries, maintain and update the Straw/Rolling budget for review with Global Finance Team and Global Grant & Compliance Team;
- In collaboration with the Program Countries track the foreign exchange position, gains/losses and prepare analysis and reports. At a global level, support the Global Office Finance team in tracking translation gains/losses for GAAP reporting.

General Program County Reporting and Financial Analysis

- Coordinate and review monthly Program Country financial reports;
- Develop quarterly Budget vs. Actual reports, and provide variance analysis;
- Perform reconciliation of the international fundraising partner receivable schedules along with international fundraising partner payments to Program Country offices;
- Provide support to Program Country accounting and analysis when needed; train as needed;
- 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;

Other

- Support other global initiatives and projects (Global policy and guidelines rollout, etc.)
- Assume the back-up role for other team members as needed.
- Participate in a collegial office environment including helping with office-wide initiatives outside of your own job area;
- Other duties as assigned by the supervisor.

Qualifications

1. Education (Minimum Needed and Type of Degree Needed):

- Minimum Required: Bachelor's degree in Accounting or Finance / Business Management.
- Preferred: major in Accounting or Finance.

2. Work Experience (Minimum needed)

- Minimum Required: 3 years, preferably in a similar set-up;
- Preferred: International Non-profit setting with remote team structure, and experience in a fast-paced environment with a small team.

3. Specialized Knowledge Needed for Job Performance

- Proficiency with Spreadsheets, and advance knowledge of Excel and Google Sheet is required;
- Foreign currency management and international exposure are highly preferred.

4. Skills

- Sound judgment, able to troubleshoot problems, come up with creative solutions, while also identifying issues which need to be escalated;
- Project management skills, ability to prioritize;
- Superior organization skills, high level of accuracy and attention to detail;
- 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;
- Resourceful self-starter with ability to independently multitask and prioritize.
- High level of comfort with new technologies, and able to quickly learn new tools;

5. Special Skills (Technical or Advanced)

- Proficiency in MS Office suite, with expertise skills in Excel;
- High level of knowledge with Google Suite and tools;

6. Other (Communication Skills, Aptitudes, or Other Specific Skills or Abilities Required):

- Fluency in Spanish and or French preferred;
- High level of confidentiality;

- Ability to work in a varying schedule including nights, early mornings, weekends and holidays;
- Ability to travel domestically and internationally, and work on multiple time zones, as necessary;
- Commitment to THP'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.

Benefit Highlights

The Hunger Project is pleased to offer a competitive compensation and benefits package, which includes; a cafeteria plan that allows employees to choose from a variety of pre-tax benefits that may include, but are not limited to health, dental, vision and much more, retirement savings plan with employer match and contributions, personal time off that increase with tenure, bank holidays, sick leave, flexible work arrangements, an Employee Assistance Program, life and disability insurance, paid family leave.

How to Apply

Please forward your letter of interest, resume, and salary expectations for immediate consideration to recruitmentfinance@thp.org. Please include "Financial Analyst" in the subject line of your email.