

Job Description

Financial Planning and Analysis Officer | May 2019

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 395,000 volunteer leaders worldwide. Our programs throughout Africa, South Asia and Latin America are based on an innovative, holistic approach that empowers women and men living in rural villages to become the agents of their own development and facilitates sustainable progress to overcoming hunger and poverty.

Position Summary

The Financial Planning and Analysis Officer role is a full-time position located in the THP global office in New York City and reports to the Controller while working in close collaboration with key staff in THP's Program Countries, Fundraising Partners and the Global Finance Management Team.

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

Key Responsibilities

- Manage and track all cash transfers between the US Global Office, Fundraising Partners (International) and Program Countries and report on the alignment of transfers with budgets, forecasts and grant agreements;
- Manage and anticipate foreign exchange transactions and risks;
- Develop financial models and analyses to support strategic initiatives;
- Support Program Country accounting and analysis including the review of monthly reports cash flow forecasts and analysis (of trends and vs. budget and forecast);
- Manage the Program Country reporting system including tracking revenue and expense activity versus budget on a monthly basis and researching variances;
- Consolidate Program Country cash flow on a monthly basis;
- Assist with the implementation of a new grant management system;
- Proactively participate in the annual budgeting process of our Program Countries; and
- Contribute to our collegial office environment.

Qualifications

1. Education:

- Bachelor's degree, preferably in finance, economics, business or accounting
2. Work Experience: At least two years, 4 preferred;
 - Experience working at an International Non-Government Organization;
 - Non-profit accounting experience including fund accounting; and
 - Financial modeling, break-even analysis, profitability analysis, cost allocation modeling;
 3. Specialized Knowledge Needed for Performance of Job;
 - Excellent Excel spreadsheet skills with ability to both use existing models and proactively design, as needed, new models;
 - Confidence with IT systems;
 - Awareness and sensitivity to international cultural differences and their implications; and
 - Experience with the management of foreign exchange risks is preferred.
 4. Skills (e.g. Level of Judgment Required, Ability to Direct, Work Independently, Multi-Task, etc.):
 - Comfortable in a fast-paced environment with a small team.
 - High level problem-solving skills including thorough problem definition;
 - Project management skills, ability to prioritize;
 - Superior organization skills;
 - Attention to detail and commitment to accuracy;
 - Strong teamwork and collaboration skills; ability to work with colleagues and partners, nationally and internationally;
 - Self-driven and results-oriented; and
 - Ability to adapt and work in a very flexible and evolving environment.
 5. Special Skills (Technical or Advanced)
 - Proficiency in MS Office suite, with expert skills in Excel;
 - High level of knowledge with Google Suite and tools.
 6. Other (Communication Skills, Mechanical Aptitude, Math Skills, Learning Skills, or Other Specific Skills Required):
 - Excellent communications skills including written and oral presentations;
 - Fluency in French strongly preferred.
 7. Additional Comments
 - Ability to travel domestically and internationally, and work on multiple time zones, as necessary including traveling to and within developing countries in Africa, South Asia and Latin America;
 - 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 which loves what they are doing and feels it is a privilege to be working in service of this mission;

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. Please type “**FP&A Officer**” in the subject line of your e-mail.