

Finance Manager

Job ID

18436

of Openings Remaining

1

Position Location

US-DC-Washington

Additional Location

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Job Locations

US-DC-Washington

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories. We are currently seeking qualified candidates for the position of: **Finance Manager**

Description:

FHI 360's Workforce Development & Entrepreneurship (WFD&E) Practice seeks to foster and support *aligned* systems, in which investments in education and training contribute directly to business growth and competitiveness. We work in a broad range of contexts, using the term "business" loosely to include formal and informal enterprises, self-employment, and social enterprise. Through our projects we design and deliver career and job placement services, programs to promote entrepreneurship, soft skills training, and a rigorous approach to industry and labor market analysis. We have adapted FHI 360's decades-long experience with stakeholder mobilization to develop a unique approach to facilitating employer-educator dialogue. We believe a workforce development practice must "walk the talk," and have developed a youth leadership and professional development program called the Talent Cloud, which is embedded in many of our projects and activities.

Job Summary / Responsibilities:

FHI 360 is recruiting a Finance Manager to act as Finance Lead for Workforce Development and Entrepreneurship (WFD&E) Practice within the Social and Economic Development (SED) Business Unit. Responsibilities of the position include the following:

- Coordinates financial/accounting operations, including overall financial monitoring and support/guidance to Country Office and project staff, to ensure the fiscal well-being of the projects.
- Supports project start-up and close-out.
- Provides financial management, conducts analyses of financial data, provides budget analyses for project funds, and prepares required reports to funding agencies to ensure compliance with the donor's requirements, including cost share.
- Oversees sub award management and responds to inquiries and assists in trainings.
- Carries out unit finances to proactively guide and support respective financial success by providing high level analytical expertise, implementing business strategies and developing strong customer relationships.
- Analyzes financial data and reports to determine accuracy and completeness.
- Compiles data and prepares financial reports. Reviews and processes final cost objective requests.
- Provides analysis and business modeling support on strategic initiatives for senior management and field operations.

- Supports business development (cost proposal) efforts as technical budget lead.
- Responsible for analyzing performance trends, modeling complex business decisions, tracking performance and presenting results.
- Manages and tracks departmental indirect and business development accounts.
- Ensures and provides financial expertise, critical thinking, and customer service.
- Manages, prepares, administers and directs the control of the budget.
- Manages the activities of the financial analyst staff.
- Reviews and approves recommendations for financial planning and control, providing relevant fiscal information to executive or senior management team.
- Assists with development and management of internal financial audits.
- May develop formal reporting system to communicate results of audit activities to management and regulatory compliance agencies.
- Provides leadership and technical guidance for compliance with Generally Accepted Accounting Procedures (GAAP).
- Knowledge of Cost Accounting Standards (CAS) and Federal Acquisition Regulations (FAR) may also be required.
- Experience in comprehensive management of business support and compliance functions in organizations funded via government, contracts and grants, foundation, and commercial sources.
- Selects, develops and evaluates personnel to ensure the efficient operation of the function.

Qualifications:

- Bachelor's Degree or its International Equivalent - Finance, Business Administration, Accounting or Related Field.
- Minimum of 5-8 years related work experience, including 3 years in management and 3 years working at the corporate or organization level; must have experience providing financial management support to one or more projects.
- Past experience managing a financial analysis department is required.
- Experience and strong working knowledge of USAID and other US Government organizations' rules and regulations is required.
- Excellent analytical, numerical and problem solving skills.
- Must be able to read, write and speak fluent English; fluency in Arabic and/or French preferred.
- Prior work in a non-governmental organization (NGO).
- Experience working with an international organization.
- CPA Certification preferred.

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

We offer competitive compensation and an outstanding benefit package. Please click [here](#) to visit FHI 360's Career Center for a list of all open positions.

FHI 360 is an equal opportunity and affirmative action employer. FHI 360 is an equal employment and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, genetic information or any other status or characteristic protected under applicable law.

Apply here: <https://jobs-fhi360.icims.com/jobs/18436/finance-manager/job?mode=view>