



Title: Field Finance Officer

Location: New York

Reports to: Field Finance Controller

You'll contribute to ending world hunger by...

being responsible for developing and managing financial tracking, resource flows, reporting and compliance for a specified portfolio of federal and non-federal grants/awards in support of Action Against Hunger-USA's international programs. The Field Finance Officer provides technical financial support to the Operations Department and the field missions.

Key activities in your role will include:

- Reviews, supervises and ensures the regular production of the accounting reports from Action Against Hunger-USA's field missions.
- Ensures the appropriate use of Action Against Hunger-USA's financial resources. Oversees internal control processes, ensuring that Action Against Hunger-USA's field missions are working in accordance with Action Against Hunger-USA's internal financial procedures as well as all donor rules and policies.
- Proposes improvements in internal financial rules and organizes regular internal audits to check whether Action Against Hunger-USA's field missions are compliant.
- Assists the Field Finance Comptroller in providing regular, accurate data to oversee the Action Against Hunger-USA field mission finances under his/her management.
- Supports his/her missions' Finance Coordinators, providing technical guidance and coaching.
- Ensures compliance with funding agency regulations in a timely manner. Prepares, or oversees the preparation, of required reports to Action Against Hunger-USA and donor agencies (USAID, EU, ECHO, UN, etc.) based on field expenditures and allowable indirect cost rates.
- Assists the Operations Department in generating grant proposals by providing financial data as needed. Makes recommendations regarding budgeting to ensure reasonable provisions are included to meet general management, financial management, capacity-building and audit requirements.
- During the annual financial audit, serves as the contact with the auditors during field testing of international transactions and balance sheet items.
- Follows up with each mission's HR Officer, Finance Coordinator and HR Coordinator the financial aspects of all HR-related issues.

Do you meet the profile required criteria?

You're a dedicated professional:

- You have BA or BSc or the equivalent in accounting, finance or another relevant field.
- You have 5 years finance and management experience including 2 years of experience managing grants (USAID/EU funded projects preferred).
- You have 2 years of working internationally, together with field experience working for an international NGO as an administrator, or finance manager.



You have solid experience:

- You have experience working with budget preparation and analysis, financial reporting preparation and presentation, and the proven ability to translate technical financial data into informative reports.
- You have knowledge of the rules, regulations and donor policies governing the compliance / regulatory management of grants from US Government, EU, ECHO, UN and other agencies.
- You are an expert user of MS Office and general ledger software.

You are passionate about humanitarian work:

- You have genuine interest in and commitment to the humanitarian principles of Action Against Hunger.
- You have experience managing diverse international teams and ability to communicate well in writing.
- You have the ability to prioritize the workload and work under pressure to tight deadlines.

How to apply: Please apply [here](#) with resume and cover letter to this position.