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|  | **Senior Financial Analyst**Job Description |

# **Job Title:**  Senior Financial Analyst

## **Level and Grade:**  N/A

## **Job Type:** Temporary position with potential for hire depending on funding

## **Reporting Manager:** Director of International Finance

## **Department:** International Finance

## **Office:** HQ

**Date:** 9/7/2021

**About Corus:**

Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world’s most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee’s specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

**Job Brief:**

**Position Summary:**

The Senior Financial Analyst will be a key member of Corus International Finance unit. S/he will provide critical support to country offices and HQ units in monitoring, analyzing and reporting the financial performance of their programs/projects. S/he will work closely with the Director of Finance to develop and manage budgets, improve financial operations and processes and monitor financial performance in accordance with approved work plans. S/he will assure compliance with finance, budget, and contracts requirements in accordance with Corus International (Formerly LWR/IMA) policies and procedures. S/he will support country finance staff in the country offices. S/he will also participate in the overall budgeting and financial analysis process and support the HQ Finance & Accounting teams as needed.

Corus donors include USAID, USDA, UN, DFID, World Bank, Global Fund, Margaret A. Cargill Foundation, as well as others. This position requires a strong working knowledge of government and large public and private donor requirements as well as GAAP, IFRS, 2 CFR 200, FAR, DFID regulations, and other government and funder-imposed regulations.

**Key Result Areas:**

The success of this role is measured by the following KRAs:

## **Roles and Responsibilities:**

**Reporting**

* SFA responsible for producing timely and accurate financial reports in accordance with donor agreements. Ensure those reports comply with all regulations and provisions including level of detailed reporting, matching requirements, and other specific provisions.
* Provide support to the field finance staff to assist country programs in ensuring accurate and timely month-end close, invoicing and funder reporting.
* Support and coordinate with field finance and program management staff to monitor project spending and provide financial reporting and analysis that ensures timely program service delivery and implementation.
* Perform analysis on operational activities including historical, current and projected revenue and expense, cash flow, variances and costs;
* Monitor expenses and revenues to ensure that the portfolio spends according to the available revenue and that restricted funds are used according to Corus International policies/procedures and donor rules/regulations;
* Produce and/or review financial reports submitted to donors; ensure that submitted reports and invoices are reviewed for accuracy, include proper support documentation, and per donor requirement and policy;
* Provide ad hoc reports to Director and Senior Finance Director, Project Management teams, Executive Staff and donors;
* Keep project management and HQ management advised of situations which have potential negative impact on financial performance;
* Assist with monitoring, tracking and reporting of contract and agreement deliverables;

**Payment processing**

* Process wire requests as assigned ensuring supporting documentation is accurate and complete
* Ensure expense reports, consultants' invoices and subcontractors or recipients of sub-agreements financial reports are reviewed for accuracy and documentation, and that payment is properly processed;

**Month-End/Year-End Closing**

* Review financial activity reported by country offices for accuracy and completeness prior to import into the HQ system.
* Review, analyze, and monitor balance sheet accounts for the portfolio assigned.
* Perform reconciliations and adjustment entries to maintain accurate information by project or fund.

**Annual Audit**

* Coordinate documentation requests with country offices.
* Review supporting documentation for accuracy and completeness.
* Respond to auditors' requests on a timely basis.
* Follow up on any corrective actions needed after the audit.

**Other**

Perform and complete special projects and other financial duties as assigned.

## **Supervisory:**

This role reports to the Director of International Finance

This role has no direct reports

## **Education:**

Bachelor's degree in Finance, Accounting, or Business.  A master’s degree in finance or Accounting is highly preferred.

**Qualifications:**

1. Minimum five years' experience in Finance, preferably international experience within a non-profit or similar setting.
2. Experience with automated general ledger systems. ERM integrated accounting system implementation experience a plus.
3. Knowledge and familiarity with USG federal rules and regulations, including OMB circulars 2 CFR 200.
4. Experience with non-USG donors (DFID, GF, EU, UNDP, WB, OFDA, DANIDA, Foundations, and Corporations)
5. Strong math, analytical, problem solving, and technical skills; highly organized with an attention to details; takes initiative; customer service oriented;
6. Ability to analyze, evaluate and summarize financial records for accuracy and conformance to procedures, rules and regulations.
7. Ability to effectively communicate financial information to non-financial managers.
8. Knowledge and demonstrated experience with MS Office package software applications with advanced skills using Microsoft Excel.

**Other Duties:**

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

**Working Conditions, Travel and Environment**

 International travel up to 25% may occur depending on need

**Diversity, Equity, Inclusion and Zero Tolerance to Abuse**

As a member of the Corus Family, each employee is expected to:

* Help to develop and maintain an environment that welcome and develop a diverse workforce.
* Foster a work environment where everyone feels valued and included.
* Support employees’ evaluation and promotion processes based on skills and performance.
* Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
* Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
* Adhere to the Organizational Core Values

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| *Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.* |