



## Aga Khan Foundation USA

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### Senior Officer, Finance and Grants

#### POSITION SUMMARY

The Grants and Finance Sr. Officer will be responsible to support for start to end financial, accounting and reporting processes of the AKF's Grants portfolio including budgeting, reporting, compliance, accounting, capacity building, and backup support for the annual statutory and donor audits. In addition, this position will be responsible for reconciliations, cash flows as well as institutional financial reporting and the annual Geneva budgeting process for Grants and Projects. The position reports to the Grants Finance Manager and Corporate Finance Manager for functions pertaining to the Corporate Finance

#### PRIMARY DUTIES AND RESPONSIBILITIES

##### Grants Reporting, Accounting and Compliance:

- Responsible for financial grants management including budget and budget notes review and realignment where necessary, project start-up and close-down processes, financial reporting to internal and external stakeholders, cash flow management including drawdowns, wire transfers, completing entire accounting cycle including recording of expenses and revenues, accruals and inter-company reconciliations of payables and receivables and reconciliations, and tracking cash flow and balances of award funds;
- Compile, Review, prepare and submit quarterly reports to the Federal Agencies and private grants
- Develop budget and reporting tools, templates, and realignments
- Lead with Proposal Budget development.
- Liaison with the field offices on the financial management component of the grants
- Capacity building for the field and AKF USA staff
- Prepare the drawdown schedule and report SF272 on the Payment Management System
- Prepare quarterly General Ledger (GL) and Project Control worksheets (PCW) reconciliation for all grants. Record GL entries for grants expenses and income as per the US\_GAAP.
- Coordinate with relevant entities and complete the entire cycle of processing donor reports and their submission on a periodic basis as required by various donor agencies.
- Prepare Intercompany Matrix on Semi-Annually Basis and reconcile with all field/partner offices for all grants.
- Responsible for maintaining General Ledger including recording and reviewing of day-to-day financial transactions for grants



- Reviewing vouchers and payment requests and processing payments through checks and wire transfers for grants
- Ensures the project is performing on time and on budget through monthly, quarterly, and annual review and reporting processes in close coordination with respective country teams finance and program team.

### **Financial Projections, Planning, & Adaptation**

- Assist in developing financial scorecards related to grants portfolio
- Prepare and maintain consolidated grants management report and analysis for senior management
- Support the development of the database for historical grants for AKF USA
- Support in development and monitoring of the longer-term view of the grant recoveries including direct costs and NICRA/Indirect Cost. These support the AKF's business model for administration budget.
- Support the review and update of the grants management SOP
- Support the development and implementation of processes and controls to ensure compliance with USAID and other donors' rules and regulations as well as AKF protocols in close coordination with AKF USA Grants Finance Manager, and AKF USA's Program Officers
- Develop budget tools, templates, and guidance.
- Design and implement systems and procedures following AKF's standards adapted to handle specific country constraints and conditions yet ensuring adequate internal controls and minimizing risks.
- Support in creation, organization and facilitation of financial planning and budget trainings for field units – including but not limited to training, tool, and template development.
- Support in drafting the AKF's annual budget related to grants.

### **Corporate Finance Functions:**

- Execute full cycle of accounts payable process through checks and wires on a weekly basis.
- Prepare journal entries for payments through wires.
- Collaborate and close month-end with the Donor Services team for recording donations related accounting entries.

### **Audit Support (Grants and Corporate Finance):**

- Prepare various audit schedules for Single Audit as well as Financial Audit.
- Obtain Year-end audit confirmation for all grants and third parties including legal and banks, as requested by the auditors.
- Lead data entry, filing as well as ad-hoc report preparation as requested by the management.



- Responsible for completing accounting entries for expenses and revenues of grants which includes federal, private foundation and AKF USA funded programs
- Assist with the preparation of various audit schedules as requested by the Grants Finance Manager and Corporate Finance Manager. Any other duties as assigned by the Grants Finance Manager and Corporate Finance Manager

### **REQUIRED QUALIFICATIONS**

- Knowledge of the USAID and other US funders financial regulations.
- At least 3 years relevant experience in the not for profit/charitable sector with overseas programming.
- Undergraduate degree in Accounting and Finance. CPA or equivalent professional qualification will be an added advantage.
- Proficiency in Microsoft office (including excellent Excel skills) and working knowledge of the accounting software. Knowledge of the database, reporting and working knowledge of MS Dynamics BC365 will be an added advantage.
- Excellent interpersonal and communication skills and real attention to detail.
- Able to work in a dynamic fast track environment and prioritize/orchestrate multiple competing demands.
- Ability to work independently with minimal operational supervision
- Ability to travel overseas.

The salary range for this position is \$80,000 to \$85,000 per annum, in addition to a competitive benefits package.

**Please submit a resume and cover letter together with the names and contact details of three professional references to: [humanresources.akfusa@akdn.org](mailto:humanresources.akfusa@akdn.org) subject line: "Application for Sr. Officer Finance and Grants"**

Deadline for application: **September 5<sup>th</sup> 2022**

*AKF-USA is committed to advancing gender equality and inclusion through our programming and operations in the USA and overseas. AKF-USA employees requires all employees to review and abide by the AKF Gender Equality Policy.*

*AKF-USA recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm. AKF-USA requires all employees to review and abide by the AKF Safeguarding Policy.*