

FOREST TRENDS – POSITION DESCRIPTION

4/4/2022

BUDGET AND FINANCIAL GRANTS MANAGER

Title: Budget and Financial Grants Manager
Reports to: Chief Financial Officer
Location: Forest Trends, Washington, D.C.

Summary:

Forest Trends (FT) is an international non-profit organization based in Washington, D.C. that works to expand the value of forests to society. We work to promote sustainable forest management and conservation by creating and capturing market values for ecosystem services; to support innovative projects and enterprises in these new markets; and to enhance the livelihoods of local communities living in and around critical ecosystems globally.

The Budget and Financial Grants Manager reporting and partnering up with the CFO will help to shape the budgeting and financial grants management direction of Forest Trends. The primary responsibility of this position is to ensure that Forest Trend's budgets and projections are accurate and reflected timely in Forest Trend's systems and that initiatives/departments act on financial issues so that departments stay on budget, avoid shortfalls and the institution benefits from financial resilience/sustainability. She/he is also responsible for financial grants management tasks to ensure accurate and timely alignment of grants budgets with institutional operating budgets, as well as compliance with financial donor requirements.

This position is a full-time salaried position based in Washington, D.C.

The Budget and Financial Grants Manager reports to the CFO and works closely with the Controller, all members of the Finance and Operations teams, program staff in D.C., and the NIWS Project staff in the Peru Office.

Roles and Responsibilities

Budget and Financial Analysis

- ***Develop institutional budget and cash forecasting***, outline detailed budgeting guidelines, consolidate and prepare financial budget and cash analysis.
- Maintain the institutional budgeting and financial forecasting systems.
- Prepare financial analysis and scenarios as needed/requested, including information for future years.
- Support CFO in implementing budget monitoring systems.
- Set up modifications in the accounting system to enable automated data generation for budget monitoring in collaboration with the Controller
- Perform ***budget versus actuals variance analysis***, manage analysis of reports and financial trends with the CFO and budget owners.
- Coordinate with all members of the ***budget review process***, prepare tools and guidelines for updated budget projections, review budgets and provide consolidated revised figures and analysis to the CFO.

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- Assist and support all initiative and department budget owners with financial processes and use of financial tools.

Grants Management

- Facilitate key grant processes to manage risk assessments, donor financial compliance, and reporting.
- Review and approve proposal budgets and agreement deals to ensure minimal risk and maximum resource utilization.
- Guarantee grants budgets align with institutional budgets and forecasts.
- Closely monitor grants performance for major institutional donors.
- Ensure that grants management policies, procedures, tools and training are being implemented.
- Ensure timely financial reporting to donors, including the preparation of financial reports when applicable.

Peru Field Office (FO)

- Contribute to budgeting, grants management, donor relations, subaward management, and financial management aspects of the Field Office.
- Participate in donor-grantee relationship through direct donor interaction and coordinating USAID coordinating meetings.
- Review and approve advance requests, accruals, and value added taxes reports.
- Review and approve monthly liquidations, monthly financial reports, monthly cashflow and required forms (includes sf1034) using the FT (accrual basis) accounting information.
- Reconcile liquidation vs SF425 on a quarterly basis.
- Support process improvements by suggesting new tools or reviewing the ones developed by the FO.
- Participate in annual planning meetings, as needed.

Other tasks and projects

- Support the CFO with special projects as requested.
- Review and approve procurement purchasing acquisitions when required.
- Collaborate with the Controller on institutional audits, project audits, and other requests.
- Recommend and implement improvements to accounting processes and procedures.
- Review and/or create financial grants and financial management policies and procedures, in coordination with the CFO.

Qualifications and Skills

- Bachelor's degree in Business Administration and/or Accounting, CPA preferred.
- A minimum of 5 years' experience with cooperative agreement and grants accounting, federal cooperative agreements preferred.
- Full proficiency with Office 365, with at least intermediate skill level in excel.
- Knowledge of U.S. GAAP and USAID regulations.
- Ability to work independently and multi-task under tight deadlines in a fast-paced environment.
- Strong organizational skills and ability to prioritize multiple projects.
- Solid knowledge of grant and cooperative agreement management and financial reporting procedures.

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- Excellent written and verbal communication skills in English, and Spanish preferred.
- Ability to work in a multicultural environment as a team player.

Forest Trends is committed to attracting and retaining a diverse staff. We believe in the power of diversity to expand our range and capacity for understanding and engaging with the world, identify challenges, and to discover, design, and deliver solutions. We honor team members' experiences, perspectives and unique identity and focus on building and sustaining an equitable and inclusive work environment where diversity is celebrated and valued.

Benefits

FT offers a generous benefits package including 401K, subsidized healthcare, and professional development. Compensation commensurate with experience.

How to Apply

To apply please send us your CV and cover letter to cv@forest-trends.org. Please indicate "Budget and Financial Grants Manager" in the subject line of your email.