

<b>Job/Role Title</b>	Finance Officer
<b>Division</b>	Shared Services Unit
<b>Grade</b>	E
<b>Location</b>	New Delhi, India
<b>Responsible to</b>	Finance Manager (Hub)
<b>Date</b>	August 2024

**Role Purpose:**

The Finance Officer position is responsible for timely and accurate management of financial transaction processing, month-end and year-end closures and coordination of financial compliances for the US operations and ensuring effective financial controls and processes across the IPPF US offices in collaboration with the global finance hub.

**Context of Role:**

- With the expansion of its fundraising operations in the US, a Finance Lead is needed to ensure additional financial compliance.
- The role is vertically integrated Finance, Admin & IT function and will support the development, evolution and implementation of global systems, reporting requirements and reporting standards.

**Deliverables:**

**Finance functions:**

- Support the design of financial policies, frameworks, processes and systems that enhance financial service delivery for the US operations, ensuring alignment with IPPF’s financial management.
- Responsible for the timely and accurate posting of invoices/ bills/ payment demands (through Purchase Orders) for secretariat costs, including payroll, suppliers and expenses.
- Responsible for the timely and accurate posting of all inflows relating to the fundraising programmes, other donations, grants, intercompany receipts, advance returns, etc. in accordance with the global finance manual.
- Responsible for posting in a timely and accurate way journals in NetSuite, IPPF’s Financial Management system, relating to advance adjustments, outstanding reconciliation items & payroll postings.
- Responsible for, in collaboration with the Finance Hub, maintenance of master data in Netsuite. This includes data relating to suppliers, partners, employees, donors, chart of accounts, etc., in accordance with global policies and frameworks.
- Responsible for processing all income & payments from the US bank account, including expenses and bank reconciliations.
- Responsible for the accounting and management of all fixed assets.
- Prepare and analyze financial management information for senior management, the Committee for Finance, Audit & Risk, and the Board.
- Liaise with all local suppliers and staff on any payment and reconciliation issues.
- Align activities with the Secretariat to ensure global month end closure timelines are met.
- Support with all internal and external audit query resolutions.
- Identify and analyze any unreconciled differences and make corrections as required to the financial accounts in NetSuite as requested.
- Support the office with Secretariat budgets & forecasts.

- Support the Global Compliance Officer with any compliance requirements.
- Support with year-end accounts.

### **Audit & Compliance**

- Coordinate the statutory reporting process building project plans and deliverables to meet submission deadlines.
- Engage with the Compliance Officer in the hub to ensure set up and oversight of the US compliance calendar.
- Work with the Financial Accountant on the production of global financial data to meet statutory reporting deadlines for the US Internal Revenue Service.
- Ensure US fiduciary compliances are fully met by onboarding and overseeing the work of all external compliance vendor(s).

### **Specific to Fundraising Programmes**

- Pulling reports from the constituent database, Every Action.
- Working with the Individual Giving Associate to reconcile contributions accounts
- Helping to track and maintain the Individual Giving team's annual budget
- Support with vendor setup and invoice processing.

### **General**

- Run month end reports and extract information as necessary.
- Work flexibly to manage US time zone and co-operatively as part of the Finance Department.
- Engage with suppliers and ensure they are set up correctly on the NetSuite system.

### **Reporting/Management Responsibility:**

- **None**

### **Expertise/Skills**

- Qualified chartered accountant or CPA with relevant post qualification work experience.
- Experience overseeing transaction financial processes and setting KPI's.
- Experience in auditing, with the adaptability to learn new accounting and compliance requirements as per regional context
- Experience in business partnering with senior stakeholders, both Internal and external.
- Experience with implementing and designing new systems and procedures.
- Budgeting, forecasting and cash flow forecasting.
- Understanding of financial management and risks in the international development sector.
- Working to strict deadlines with the ability to prioritise and adjust team resources accordingly.
- Year- end accounts preparation.
- Charity sector experience
- Accounting and compliances experience
- Create an environment of visibility, transparency, integrity, learning and improvement, with an open, collaborative style of working.
- Fully competent in using Microsoft Excel for data analysis.
- Applied knowledge of financial reporting systems (IPPF uses NetSuite OneWorld).

### **Your Ethos:**

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.

- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of workers' rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.