Position: Senior Financial Analyst (FP&A)
Reports To: Vice President of Finance
Location: Norwich, Vermont Office or Remote/Hybrid-US
Position Type: Full-time

ORGANIZATIONAL PROFILE:
For more than 43 million people, blindness is a daily reality; another 295 million suffer from moderate to severe vision impairment. 90% of these people live in low- and middle-income communities where access to eye care is limited and the challenges for those who can’t see are severe. But there is hope: 80% of this burden is treatable or preventable. For example, 17 million blind people could be cured with a 10-minute cataract surgery. Millions more suffer from corneal blindness, which is often preventable or treatable. At HCP Cureblindness, we believe avoidable blindness can – and must – be overcome. For more than 25 years, we have worked alongside a capable network of collaborators to help people around the world retain and regain their sight by developing high-quality, cost-effective eye care systems in underserved areas of the world. With the help of partners in more than 25 countries, HCP has provided more than 1.4 million sight-restoring surgeries and screened more than 14.5 million people to provide care and basic treatments. We’ve trained more than 19,500 eye health professionals and have established 5 eye hospitals. There is more work left to do, but we can overcome the mountain of global blindness, together.

HCP Cureblindness is expanding its team to meet new challenges, scale its work, and broaden its reach. We are seeking individuals who are passionate about changing lives and want to be a part of a team that works together to reach new heights. We want leaders who can aim high, make things happen, and are invested in building a positive team dynamic to bring the work to life.

VISION: We will be the catalyst to create a world in which no one is needlessly blind.

MISSION: We enable countries to end avoidable blindness by developing high quality, cost-effective eye care systems in underserved areas of the world so everyone everywhere can regain or retain their sight.

SCOPE OF WORK:
The Senior Financial Analyst (FP&A) role at HCP Cureblindness is a dynamic position in a growing, global organization that plays a crucial role in data analysis, management, and visualization. This individual will be responsible for the facilitation of institution-wide budgeting, forecasting, and reporting processes and associated tools. You will work closely with the Vice President of Finance and department heads as reporting needs and deliverables evolve with the business. The right candidate will be energized by problem solving, possess a track record of success in financial modeling and development of financial presentations, enjoy a passion for using technology to drive efficiency and be intrigued by the opportunity to grow FP&A acumen within the organization. Systems Administrator responsibilities overseeing financial and allied systems are also within the scope of this position along with playing a key role in leading implementations of new FP&A platforms.

ESSENTIAL JOB FUNCTIONS:
Financial Planning and Analysis (60%)
- Prepare, summarize, update, and verify organization-level and program-level accounting and budget financial data, including budgeted and actual revenue and expenses, direct and indirect allocation rates, operating cash, capital expenses, and fund balances.
• Build, consolidate, and update annual, quarterly, and monthly trackers, reports, and dashboards, including monthly actuals reports, financial status dashboards, project balance projections, monthly and quarterly cash projections, and revenue reports to reconcile with the CRM system.
• Build, update, and verify complex financial models, such as variance analyses, forecasts, projections, scenario building, trend analyses, profit and loss statements, return on investments, and other analyses as required.
• Assist in the consolidation of budget and forecast submissions from all departments, ensuring completeness, consistency, and accuracy of submission data and supporting materials.
• Prepare materials for annual budget and monthly actuals review meetings ensuring quality control of financial data and formatting of all materials.
• Update, verify, and maintain budget, forecast, and actual data in the ERP system, ensuring data integrity and updating linked dashboards and reports.
• Create, update, verify, and optimize presentations of financial data in Excel and PowerPoint, utilizing advanced data visualization methods.
• Support the preparation of dashboards, presentations, analyses, and other materials for the Board of Directors committee meetings.
• Contribute to process development and improvement throughout the year, including budget templates, financial planning calendar, milestone tracking, dashboards, and reporting templates.
• Draft written qualitative and descriptive analyses of financial data, critically assessing and summarizing key highlights, variances, and areas of concern.

Financial and Allied Systems (40%)
• Act as the primary administrator of Sage Intacct (ERP) and the legacy accounting system, including managing user permissions, addition of new users, addition of vendor and banking data, configuration of dynamic allocations, and assisting with data integrity to support accurate and detailed reporting.
• Participate in the selection of, and take a leadership role in, the implementation of allied financial systems, including FP&A and Business Intelligence platforms.
• Collaborate with other departments on systems integration projects related to financial and allied systems. This would include the CRM platform and HRIS systems.
• Support the routine import of field office data for offices not working within the ERP directly.

Other Responsibilities:
• Build and maintains highly collaborative working relationships with counterparts in other HCP Cureblindness offices, including regional offices, national offices, and headquarters.
• Foster a positive and productive organizational culture in alignment with HCP Cureblindness global culture and values.
• Represent HCP at outside meetings and professional gatherings.
• Prepare a regular work plan which encompasses activities in your roles and responsibilities and other programs of HCP as required.
• Other duties as assigned, dependent on organizational needs and employee skills.
• All employees are expected to work as a team and to contribute to any activity that will promote the success of the organization.

QUALIFICATIONS
• Bachelor’s degree in finance, accounting, or a related field. MBA or relevant certification (e.g., CFA, CPA) highly desired.
• 5+ years of experience in financial analysis, planning, and systems administration.
• High degree of proficiency configuring and administering complex ERP systems. Direct Sage Intacct experience is a plus.
• Demonstrated experience implementing FP&A platforms and high level of competency with configuring and maintaining them.
- MS365: Expert skills with Excel, advanced experience with Power BI and PowerPoint.
- Expert analytical and problem-solving skills with a keen attention to detail.
- Strong attention to detail. Excellent communication and organizational skills.

Additional qualifications include:
- Excitement to join a nonprofit institution poised to expand global operations.
- Outgoing personality that can collaborate with a variety of personalities at all levels of the organization, building relationships and shared goals across departments and partner organizations.
- A sense of discretion and a high degree of professionalism is required, ability to maintain confidentiality of highly sensitive information.
- Demonstrates a highly professional and cooperative demeanor with supervisors, coworkers, and partners.
- Strong interpersonal, communication, facilitation, and presentation skills.
- Detail oriented and able to efficiently prioritize tasks.
- Flexibility to adjust and contribute to continually evolving work situations and changing priorities.
- Excellent computer skills and technical aptitude, proficient with Google Workspace, MS Office, Asana (and other cloud-based software), MacOS, and experience with Apple hardware.
- Committed to advancing diversity, equity, and inclusion.

Physical requirements:
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

To Apply
We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: jobs@cureblindness.org

Himalayan Cataract Project encourages applications from people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as veterans and individuals with disabilities.