Job Announcement
Budget Analyst

Reports to: Finance Director
Latest update: January 6, 2021

The International Legal Foundation (ILF) is hiring a Budget Analyst in its New York headquarters. This is a great opportunity for an experienced finance professional who wants to join a leading international human rights organization. The Budget Analyst will be a key member of the ILF’s finance team, providing critical support to the Finance Director in the management of the organizational budget and forecasting processes. He/she/they will also work closely with the ILF’s finance and program staff around the world to provide budget support, analysis and monitoring.

Established in 2001, the ILF is a leading global advocate for the right to counsel. Our mission is to make justice a reality for poor people by fighting to guarantee high-quality legal representation for everyone arrested or detained. Around the world, we provide criminal defense services and build sustainable, effective legal aid institutions.

Headquartered in New York, the ILF has current programs in Afghanistan, Indonesia, Myanmar, Nepal, Palestine, and Tunisia. We work with ministries of justice, bar associations, lawyers, prosecutors, and police to expand access to justice for vulnerable people. By bringing international criminal defense experts together with local lawyers to provide professional mentorship and exchange, the ILF is raising up a new generation of public defenders. Our work prevents torture and mistreatment, promotes alternatives to detention, encourages positive youth development, and builds fair and credible institutions.

For more about us, visit www.theilf.org

Key Responsibilities:

- Assisting with the organization-wide annual budget preparation and forecast process.
- Review and ensure compliance with donor budgets and award documentation.
- Perform grant-related pre- and post-award functions, including preparation of budget proposals, budget and expense analysis, periodic invoicing for grants, financial reporting, reconciliations, budget modifications and extensions, and grant closeouts functions on a program-by-program basis and consolidated. Prepare budgets based on donor specifications and program targets. Program budgets to be prepared for the tenor of each grant in consultation with the Finance Director, Executive Director, and project teams.
- Establish guidelines for budget and forecast preparation, and for ongoing maintenance and variance analysis.
  - Prepare budgets for funding applications for submission to potential donors (U.S. Federal government, foreign government, private foundations and multilateral donors);
  - Maintain accurate budget vs. actual reports for all funding sources and explain material variances for each project on a monthly basis;
  - Produce expense reports in Excel for donors, and coordinate with the implementation / project teams and the finance department.
  - Ensure accurate and timely financial statements are prepared and submitted in accordance with agreements with donors; ensure financial reports submitted to donors match Fund E-Z general ledger and that variances are explained;
- Coordinate with program teams to forecast future spending based on new or changed funding sources for specific programs on a monthly basis.
- Design tools to aid program staff in managing their budgets, processing payments, tracking the corresponding expenses, and ensuring compliance with any specific grants
- Maintain regular contact with program teams for assistance in the budgeting process and monthly variance descriptions based on each program’s individual budget.
- Enter and maintain all approved budgets and budget modifications to Fund EZ budget module.
- Assist Finance Director in year-over-year and budget-to-actual variance analysis and reporting for internal tracking and for the ILF Board of Directors.
- Other tasks as assigned.

**Qualifications:**
- Strong commitment to the ILF’s mission and values.
- Bachelor’s degree in accounting and/or finance from an accredited college or university.
- Non-profit financial accounting experience preferred but not required;
- Experience with fund accounting systems or proven ability to learn new systems quickly.
- Strong computer skills, high proficiency in word processing and spreadsheet programs (Microsoft Word and Excel required).
- High proficiency with automated accounting systems (Fund E-Z preferred).
- Excellent analytical, organizational and problem solving abilities.
- Strong interpersonal and communication skills.
- Ability to work well with a diverse team.
- Willingness to travel internationally as needed.

Kindly submit a resume and cover letter to jobs@theilf.org. No telephone inquiries please. Only candidates selected for interview will be contacted.

_The International Legal Foundation is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, orientations, experiences and communities to apply._