

Job Title:	Program Support, Finance Coordinator		
Department:	Finance	Contract:	
Reports to:	Director of Finance and Operations	Duration:	1 year
Location:	Washington, DC (other locations may be considered)		
Direct reports:	None		
Key relationships:	Director of Finance and Operations, project managers and officers.		
Job Role			
Role Overview:	<p>Reporting to the Director, Finance and Operations, working with WF Directors, the position will provide program support and basic financial management to assist programs involving partner organizations globally, and the award management function for WF. The position works cross-programmatically, contributing and supporting the development and implementation of WF-wide operational strategies, policies and systems to ensure that we work well with our partners and remain accountable to our donors. This position serves as a key liaison across the WF, representing the award management concerns (prime and sub) and inputs to improve systems and processes.</p> <p>This is an excellent position for someone seeking to develop skills in program and field support, award financial planning and management, project management and operations. The Coordinator will oversee the department’s business systems as related to subaward management, prime award processes and some budgeting to ensure the smooth functioning of the department.</p>		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities	% time on task	
Financial Management	<ul style="list-style-type: none">Track the implementation of discrete subgrant programs—working with program teams—to help establish processes for risk assessment, financial management, subaward monitoring and donor reporting on the sameWork with program teams and operations staff across the WF to implement the budget modeling to help plan both prime and subaward cost for the Web FoundationEstablish and work with the program and operations teams to update the workload priorities trackerAssist with the preparation of detailed financial reports to internal stakeholders as needed	65%	

	<ul style="list-style-type: none"> Proactively provide strategic advice to the Directors and managers to ensure the budgets are being managed effectively to achieve program results Prepare and maintain assigned contract agreements with partners and contractors including follow-up needs to complete agreements on time 	
Operations	<ul style="list-style-type: none"> Assist the Director of Finance and Operations with organizational tasks, such as organizing documents, coordinating meetings, monthly finance communications and reporting and other administrative duties Work to maintain systems and when needed, implement new systems and processes to facilitate operations within the core communications team 	25%
WF Support & Representation	<ul style="list-style-type: none"> Participate actively in WF wide team meetings and discussions Provide a courteous, professional, and knowledgeable point of contact with the Finance and Operations team of the Web Foundation Be familiar with key decisions, strategies and policies of WF in order to understand our programs, positions and priorities and give appropriate advice and information to external contacts as required 	10%
Values	<ul style="list-style-type: none"> Promote a positive image of the Web Foundation and its initiatives and its staff at all times. Maintain the highest standard of confidentiality, discretion, and professional integrity. 	n/a
Essential Education & Certifications	<ul style="list-style-type: none"> Education to BA/BS level Full legal right to work permanently in the US 	
Essential Knowledge & Experience	<ul style="list-style-type: none"> One year of full-time work experience in organizing and managing information, program management and administration, preferably in a non-profit setting Strong writing, organizational and proofreading skills Strong interest and experience in program operations, financial management and field support Ability to juggle multiple responsibilities with a high level of accountability and reliability Attention to deadlines, particularly regarding financial reporting and contract monitoring Ability to work independently with minimal supervision Comfortable using and learning various software programs and new technology Excellent communication skills, including the ability to work well in a team 	