

Forecast, Planning & Analysis (FP&A) Manager

WHO WE ARE

Christel House International (CHI) is a global education network serving more than 6,000 students from under-resourced communities in India, Jamaica, Mexico, South Africa, and the US (Indianapolis). Our vision is for our students to break the cycle of poverty; our goal is that they will achieve upward economic mobility, become good citizens, and identify and realize their goals, dreams, and human potential. To achieve this goal, the Christel House model is holistic, purposefully integrating academics, leadership and character development, health & social services, and college & careers. In recognition of the critical role our students' parents and caregivers play, Christel House provides intentional programming to support and partner with them. Students begin their Christel House journey as early as pre-Kindergarten (in some locations) and continue through high school. Once they graduate, Christel House alumni are actively supported in our College & Careers program for five years to best empower them to achieve their individual goals and aspirations.

WHAT WE BELIEVE

We are unwavering in the belief that our students' potential is not limited by their experience with poverty, by providing them with the right interventions, connecting them to empowering opportunities, and intentionally developing their sense of agency and self-efficacy, we equip our students with the skills and knowledge to pursue and achieve their goals and aspirations. Christel House graduates are prepared to take a seat at the table of life.

WHAT YOU WILL DO

The FP&A Manager provides leadership in financial planning, forecasting, analysis, and reporting for Christel House International (CHI) and its global schools. This role supports strategic decision-making by delivering high-quality financial insights, ensures the integrity of financial information, and oversees key finance systems. The FP&A Manager partners closely with the CFO, Controller and global finance personnel to continuously strengthen financial processes, analysis, and organizational financial literacy.

KEY RESPONSIBILITIES

Financial Planning, Forecasting & Analysis

1. Develop and maintain financial models to support strategic planning, multi-year projections, and scenario analysis.
2. Analyze financial results, trends, and key performance indicators (KPIs) to provide meaningful insights and recommendations to leadership.
3. Produce monthly management reporting packages, including variance analysis, financial forecasts and actionable commentary.
4. Support leadership with data-driven analysis for major initiatives, cost-saving opportunities, and program evaluations.
5. Mentor Finance department staff assigned to FP&A support functions.
6. Promote a culture of continuous improvement, professional development, and collaboration.
7. Serve as a key partner to the CFO and Controller in shaping Finance department strategy, processes, and system enhancements.

Accounting, Reporting & Audit Support

1. Analyze financial operating data for multiple global school locations using sound accounting principles and business judgment.
2. Design and automate financial reports and analysis tools for management.
3. Liaise with global finance personnel to provide guidance and expertise in general accounting as well as accounting policies and procedures
4. Perform fixed asset analysis, account reconciliations, variance analysis and participate in month-end close activities.
5. Maintain knowledge of and help implement internal control standards and procedures.
6. Reconcile donation entries in Raisers Edge and post the journal entries into Financial Edge
7. Provide accounting and finance training to internal and global financial staff.
8. Assist in budget development using key operating statistics.
9. Participate in year-end consolidated audit preparation, including conversions to GAAP accounting requirements.

Finance IT Administration & Systems

1. Serve as system administrator for key finance platforms, including Ramp Plus and Datarails.
2. Maintain and update report templates, dashboards, and automated workflows, ensuring new GL accounts and structural changes are incorporated accurately.
3. Lead the Finance department's use of ClickUp, including workflow design, user training, and updates to ensure effective task and project tracking.
4. Partner with IT and vendors to evaluate new tools, coordinate implementations, manage user permissions, and maintain system integrity.
5. Develop documentation and best practices for finance technology usage across the organization.

Global Cost & Operational Support

1. Work with fundraising personnel to provide cost analyses for specific program asks.
2. Maintain and analyze detailed global budgeted cost information.
3. Identify and recommend opportunities for cost efficiencies.

Other Responsibilities

- Special projects and duties assigned to support organizational objectives.

QUALIFICATIONS

1. B.S. in Accounting with five years of relevant experience, CPA a plus
2. Three years of auditing experience
3. Strong verbal and written communication skills
4. Proficient in problem solving analytics
5. Ability to work with minimum supervision
6. Ability to interact and communicate with individuals at all levels of the organization
7. Willingness to make decisions, exhibit sound and accurate judgment
8. Highly developed administrative and business process skills
9. Commitment to working with diverse communities and cultures
10. Strong work ethic, highly developed organizational, and interpersonal skills
11. Computer proficiency in Microsoft Outlook, Excel and database experience
12. Decision and planning with child safeguarding at the forefront

13. Strong ability to create and maintain mathematical computations as related to budgets and financial management, and statistical analysis.
14. Blackbaud Raiser's Edge and/or Financial Edge experience is a plus
15. Spanish language proficiency of plus

PROFESSIONAL COMPETENCIES

1. Ethics and Integrity
2. Interpersonal Effectiveness and Teamwork
3. Communication Skills
4. Devotion and Commitment
5. Decision Making and Judgement
6. Planning and Organizing
7. Urgency and Quantity of Work Output
8. Innovation, Creativity and Problem Solving
9. Leadership
10. Work Product Excellence and Timeliness