

<b>Job title:</b>	Senior Financial Reporting Associate		
<b>Classification:</b>	Grade 4	<b>Direct reports:</b>	0
<b>Work location</b>	Abuja, Nairobi or Maputo	<b>Travel required:</b>	10%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The Senior Financial Reporting Associate will play a key role in developing and providing financial information and analysis for use at various levels and by various groups of stakeholders, across the entire organisation. Reporting to the Senior Manager, Financial Systems &amp; Analysis, they will support the organisation's financial management and governance by: delivering regular written reports and analysis to deadlines; supporting and implementing our regular financial reporting and forecasting processes, including staff allocations; monitoring financial performance and our processes for providing financial reports, making recommendations as appropriate; and responding to ad hoc requests for financial analysis and reports.</p>
<p><b>Financial Reporting and Analysis</b></p> <ul style="list-style-type: none"> <li>• Prepare recurring financial reports for review and interpretation by Finance managers. This includes the monthly Consolidated Management Accounts and associated financial analyses, and quarterly summaries of financial forecasts.</li> <li>• Contribute to improved programme and organisational management by developing, updating and maintaining advanced reports that integrate data from multiple GAIN sources.</li> <li>• Provide financial reports on historic financial performance and forecasts in response to ad-hoc and semi-regular requests from senior managers and as directed by senior Finance managers.</li> <li>• Monitor, track and report on KPIs that measure the organisation's financial performance and efficiency of its processes. Provide data related to these for inclusion in GAIN's Performance Management Framework.</li> <li>• Ensure that overhead expenditure is budgeted appropriately and that actual expenditure is monitored for adherence to approved budgets and forecasts.</li> <li>• Execute the monthly expenditure review process, including creating an analysis of direct programme expenditure, publishing this to stakeholders for review and commentary, monitoring progress to completion, collating completed outputs from approvers, and sharing the summary with senior managers as directed.</li> </ul> <p><b>Staff Allocations</b></p> <ul style="list-style-type: none"> <li>• Ensure that donor funded coverage of staff time meets the targets set by GAIN's Board of Directors and fully utilizes available donor funding.</li> </ul>

- Serve as the focal point for staff funding considerations and liaise with HR, other members of Finance, country teams and the Development Office, participating in the development of plans for staff funding in the immediate, medium, and long-term.
- Prepare reports for review and submission to SMT, budget holders, and Country Directors on staffing plans, providing interpretation and offering solutions to problems.
- Consult on staff planning with regard to major donor proposals by providing relevant budgets and funding data, identifying coverage gaps, and linking HR and financial data sets.
- Provide financial information to budget holders and senior managers on team/staff funding and options for covering future positions.

#### **Forecasting**

- Serve as the focal point for the quarterly forecast process, communicating deadlines and timetables, fielding queries and requests for ad hoc reports, and ensuring adherence to the accounting timetable.
- Prepare reports to assist in validating and presenting the consolidated forecast, conducting initial variance analysis and identifying any needed corrections or areas of follow-up.

#### **Other responsibilities**

Fulfil other duties as required and assigned by the Senior Manager, Financial Systems and Analysis and the Chief Financial Officer, including:

- Participate in training workshops, facilitating the events and delivering sessions where required.
- Collate data and submit IATI reporting

#### **Key organisational relationships**

- Reports to the Manager, Financial Systems and Analysis
- Works in close collaboration with the Financial Systems Associate
- Works closely with the Chief Financial Officer, the Head of Management and Donor Accounting and other managers in Corporate Finance
- Works closely with other Finance team members and with local finance and programme staff across country offices

### **JOB REQUIREMENTS**

#### **Competencies**

- Highly effective organisation and planning skills with the ability to manage multiple competing priorities.
- High level of financial literacy, with demonstrable ability to analyse and interpret financial reports and data.
- Excellent analytical and problem solving skills.
- Keen attention to detail and a commitment to continuous improvement.
- Strong communication skills in English, presenting clear written reports and verbal explanations with strong interpersonal skills. Able to explain financial concepts and analyses to non-finance colleagues.
- Consults widely across teams and shares information and knowledge on a timely basis.
- An enthusiastic team player but able to work independently as required.
- Strong IT literacy with good MS Excel, MS Word, Outlook, Internet and Power Point skills.
- Committed to a customer service culture within the team

#### **Experience**

- Significant relevant experience of financial analysis and reporting within a commercial or non-profit environment.

- Significant experience of using a range of database and software reporting tools, and ERP/high-end accounting systems, to produce or deliver financial reports and analyses. Experience in using Microsoft Dynamics NAV, Jet Reporting or Salesforce an advantage.
- Demonstrable experience in producing financial reports and analyses for, and making presentations to, a non—finance audience.
- Experience in multicurrency reporting and accounting.
- Experience of working within a multi-country, multi-office, multi-cultural environment.

#### **Education**

- Fully qualified accountant (ACCA, ACA, CIMA, CPA or equivalent) (Qualified by experience considered for an exceptional candidate).
- Relevant bachelor's degree level or equivalent education an advantage.

#### **Other requirements**

- Fluent written and verbal English.
- Availability to travel to GAIN offices on a limited basis.

### **WHAT GAIN OFFERS**

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition