

<b>Job title:</b>	Financial Systems Associate		
<b>Classification:</b>	Grade 3	<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 Financial Systems Associate will play a major role in the implementation and development of GAIN's financial systems, in supporting our processes for financial planning and reporting, in ensuring that our financial systems are well maintained and maintain their integrity, and in providing training to colleagues across the organisation in the use of our financial systems.</p>
<p><b>Systems Development and Implementation</b></p> <ul style="list-style-type: none"> <li>• Support the project management of new systems implementations and developments, including carrying out implementation tasks as directed, facilitating working group meetings, keeping meeting notes and following up on agreed actions.</li> <li>• Liaise with service providers on assigned projects to ensure they are progressing on schedule and in accordance with set deliverables.</li> <li>• Collect and translate user requirements into measurable deliverables to be communicated to service providers.</li> <li>• Liaise with managers and staff from IS/IT and other teams to ensure the effective integration of GAIN's financial data with other business systems, to facilitate planning and reporting, automate data collection, and ensure the integrity of data.</li> </ul> <p><b>Forecasting and Reporting Processes</b></p> <ul style="list-style-type: none"> <li>• Support the quarterly forecast by preparing templates, consolidating forecast inputs and making available in relevant system(s). Assist in troubleshooting forecast queries to finalize forecast.</li> <li>• Support the monthly accounting process by preparing and uploading timesheets and staff costs data to financial systems, and sharing reports and data with other members of the Finance team.</li> </ul> <p><b>Systems Maintenance and Compliance</b></p> <ul style="list-style-type: none"> <li>• Ongoing maintenance and upkeep of GAIN's financial systems to ensure that operational efficiency and data integrity are maintained. This includes adding and editing new users, maintaining and updating user profiles, and the review of workflows, transaction list and log files, fixing and rationalising these as necessary.</li> <li>• Test and troubleshoot GAIN's financial systems to identify and resolve areas for improvement.</li> </ul>

- Responding to questions on technical issues, problem solving and helping to resolve systems errors.

#### **Training**

Training and support to users of financial systems, including:

- Contribute to developing training materials, for example presentation slide decks and online videos.
- Participating in training workshops, facilitating the events and leading sessions where required.
- Delivering inductions for new staff members.

#### **Other responsibilities**

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

#### **Key organisational relationships**

- Reports to the Manager, Financial Systems and Analysis
- Works in close collaboration with the Senior Financial Reporting 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**

- Excellent personal organisation and time management skills with the ability to manage multiple competing priorities.
- Strong 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 and able to make presentations to non-finance audiences effectively.
- 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**

- Previous experience of using, maintaining and developing 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 the successful implantation of financial systems.
- Strong experience of developing training materials on financial subjects, and successfully making presentations to non-finance audiences.
- Experience of working within a multi-country, multi-office, multi-cultural environment.

#### **Education**

- Relevant bachelor's degree level or equivalent education level.

**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