Job title:	Senior Financial Systems and Data Analyst		
Classification:	Grade 4	Direct reports:	0
Work location	Nairobi, Kenya or New Delhi, India	Travel required:	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. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. To support work in those countries, we have representative offices in the Netherlands, the United Kingdom, and the United States.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people - drawn from nearly every country on the planet - are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

DESCRIPTION

Overall purpose

The Senior Financial Systems and Data Analyst will support the development, maintenance, and optimization of GAIN's financial systems and databases and related processes across the organisation.

Reporting to the Senior Manager, Financial Systems & Analysis, the postholder will lead on system integrations and will propose and implement process improvements specifically related to our financial systems and connections to our other data sources.

Working in close collaboration with the International Finance Team, this position will play a key role in setting up integrations between systems, managing large financial datasets, ensuring the accuracy, integrity and efficiency of financial data and reporting tools to support efficient data-driven decision-making and compliance.

Data Structure Optimization and Maintenance

- Oversee and maintain the structural financial coding of the full project lifecycle across various systems, from project initiation to close-out.
- Administer and maintain GAIN's data model, user permissions and approval roles, and coding structures across platforms.
- Propose and implement processes for streamlining financial data processes and integrations between financial systems and other platforms, including GAIN's CRM (Salesforce), forecasting tool (Vena), SharePoint, and SQL.
- Ensure the accuracy and integrity of all financial reporting and integrations.
- Support major system transitions and upgrades, including the implementation of new coding frameworks and ERP upgrades.
- Maintain exchange rates and ensure accurate currency conversions in core accounting systems.

Forecasting & Planning Support

- Manage and optimize workflows related to financial forecasting, including task assignments, workflow structure, and data consolidation.
- Provide technical support for Excel and Vena-based reporting structures, including managing formulas, data sources, and system configurations for dynamic planning tools.
- Manage major data imports related to financial forecasting.

Staff Cost and Accounting Support

- Oversee the daily and monthly timesheet processes using Power Automate, ensuring data is collected, validated, and integrated into financial systems.
- Develop and manage templates and uploads for salary, fringe, vacation accruals, and other compensation data across reporting periods.
- Produce and manage uploads and import files for retroactive pay, pay increases, and one-time payments.
- Facilitate the monthly accounting process by preparing and uploading timesheet and staff cost data to financial systems.
- Coordinate data sharing and reporting with Finance team members to ensure accurate and timely financial reporting.

Continuous Improvement & Technical Support

- Identify system issues or inefficiencies and recommend solutions and opportunities to streamline and improve system workflows, automate repetitive tasks, and enhance data accuracy.
- Provide technical support for custom reporting, data refreshes, and system troubleshooting, investigating and resolving system issues.
- Collaborate cross-functionally with IT, HR, and Finance to ensure systems are meeting business needs.
- Collaborate with Finance and IT teams to implement system upgrades, patches, and enhancements
- Document system configurations, procedures, and user guides
- Other key duties as requested by the Senior Manager, Financial Systems and Analysis

Key organisational relationships

- Reports to the Senior Manager, Financial Systems and Analysis
- Works in close collaboration with the International Finance Team including the Chief Financial Officer, Corporate Finance managers, Senior Associates, Financial Systems and Operations and Financial Reporting.
- Partner with country finance and programme staff across GAIN offices.

JOB REQUIREMENTS

Competencies
- Capacity to work across systems and manage large datasets.
- Advanced proficiency in Microsoft Excel (Power Query, formula writing, etc.)
- Proficiency in Power Automate or similar workflow automation tools.
- Strong technical and analytical skills with experience in data integration and system configuration.
- 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.
- Attention to detail and a commitment to continuous improvement. Ability to communicate technical concepts to non-technical users
- Knowledge of data privacy and internal control standards (e.g., SOX compliance) is a plus.
- An enthusiastic team player but able to work independently as required.
- Excellent communication and collaboration skills.
- Strong understanding of financial principles and accounting processes.
- Ability to collaborate with teams in a matrix and multi-cultural environment.

Experience

- Proven experience in previous finance systems, databases, or data analysis role with technical experience in data integration and system configuration.
- Demonstrable experience with process improvement and system implementation.
- Significant experience of using a range of financial databases and software reporting tools, and ERP/accounting systems (such as Microsoft Dynamics NAV and SQL), to produce or deliver financial reports and analyses. Experience in using Vena or Salesforce is an advantage.
- Experience supporting accounting and payroll workflows, as well as forecasting functions within financial systems, with an understanding of financial reporting cycles.
- Experience of working within a multi-country, multi-office, multi-cultural environment.
- SQL scripting and database management experience.
- ERP implementation or financial system upgrade experience.
- Familiarity with API integrations or middleware platforms.

Education

- Bachelor's degree in information systems, Computer Science, Accounting, Finance, or a related field.

Other requirements

- Fluent written and verbal English.
- Must be willing to work in alignment with Geneva time zone work hours to enable collaboration across time zones.

WHAT GAIN OFFERS

- A competitive renumeration 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

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.