



## **JOB DESCRIPTION**

**JOB TITLE: FINANCIAL ANALYST**  
**LOCATION: ACORD HEADQUARTERS, NAIROBI-KENYA**  
**RESPONSIBLE TO: HEAD OF FINANCE**

### **Background**

ACORD (Agency for Cooperation and Research in Development) is a Pan Africa organisation working for Social Justice and Development in Africa. ACORD has offices in Nairobi and London and programmes in 18 African countries and delivers development programmes on livelihood, conflict, gender and HIV & AIDS. ACORD is also implementing Pan-African programmes focused on agriculture, food sovereignty and women's rights.

ACORD's response to the challenges of Africa is firmly based on a belief that people themselves are the agents of change and actors of their own development. People's ability to take action on the causes of poverty is what will transform Africa's future. This belief underpins ACORD's practical work, its research methodologies and policy advocacy. ACORD works in partnership with local civil society associations and communities and in alliance with likeminded organizations in Africa and the rest of the world.

### **JOB SUMMARY**

Under the supervision of the Head of Finance, the Financial Analyst is mainly responsible for supporting sound financial management and reporting systems as well as financial management capacity across the organisation enabling adequate financial planning and monitoring.

He/She shall advise Managers in Headquarters and Area Programmes on organisation's systems requirements and work with them to strengthen internal control systems ensuring sound financial management.

He/She will coordinate both project and statutory external audit processes across ACORD Area Programmes and monitor timely and sustainable implementation of post-audit plans.

### **SPECIFIC RESPONSIBILITIES**

#### **A. FINANCIAL REPORTING AND ANALYSIS**

1. Support the Head of Finance in generating and analyzing management accounts on a monthly, quarterly and annual basis;
2. Contribute to financial planning by undertaking trends analysis on financial projections, generating/review of budgets and financial risks management
3. Support the Head of Finance in the standardization of financial management tools and reporting systems and the enhancement of financial management capacity and skills across the organisation;
4. Participate in designing appropriate management reports to meet information requirement for management and support roles of such tools and formats across the organisation.

5. Produce finance management information including narrative explanations highlighting the issues to bring to managers attention in timely manner

#### **B. INTERNAL AND EXTERNAL AUDIT COORDINATION**

1. Coordinate project and statutory external audit processes for ACORD Area Programmes and monitor timely and sustainable implementation of post-audit plans with relevant managers;
2. Support the Head of Finance in the coordination of the organisational statutory audit at Headquarters level in compliance with the requirements for UK registered charity;
3. Review and report on internal control systems with the aim of ensuring sound financial management and enabling early detection of fraud or mismanagement across the organisation.
4. Recommend internal control self-assessment tools and mechanisms;
5. Undertake any other tasks which may be assigned by the Head of Finance.

#### **SUPERVISION AND COLLABORATION**

The Financial Analyst is under the direct supervision of the Head of Finance.

He/She will work closely with other colleagues in the Finance Department, Head of Programmes Operations and Development, M/E Coordinator, Head of Human Resources and Organisational Development, and Head of Funding and Partnership Development.

#### **QUALIFICATION AND EXPERIENCE**

- A Bachelor's Degree in Financial Management/Business Administration; Professional qualification: Certified Public Accountants (CPA), Association of Chartered Certified Accountants (ACCA) or equivalent. A higher degree will be an advantage.
- 5 years work experience (minimum) as Financial Analyst preferably with experience in auditing within the International Non-Governmental Organisation's (INGO) sector;
- Good knowledge of international financial management systems and practices and knowledge of audit processes;
- Computer literacy: conversant with the SUN SYSTEM accounting system or other relevant accounting systems; Microsoft Excel and Word;
- Strong Management Information Systems skills;
- Fluency in English (spoken and written) and working knowledge of French or vice versa is a requirement for this position

#### **REQUIRED COMPETENCIES**

- Strong planning and organizing skills;
- High level conception and analytical capacity;
- Decision-Making skills;
- Communicate with impact with various stakeholders;
- Good interpersonal skills: team player;
- Good problem solving skills;
- Willingness and ability to travel to ACORD Programmes across Africa