

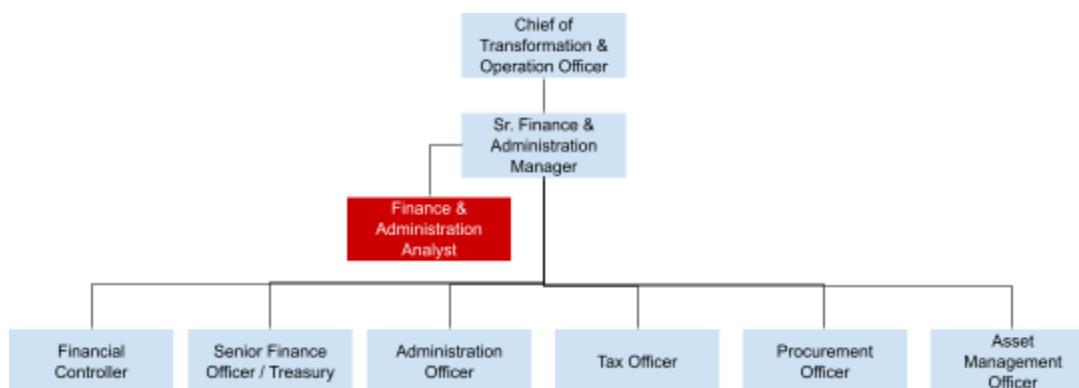
JOB DESCRIPTION	
Position	: Financial & Administration Analyst
Department	: Financial & Administration
Employee Type	: Contract
	Revision Date : August, 6th 2024

I. SUMMARY OF ROLE

Under supervision of the Sr. Finance and Administration Manager, the Financial & Administration Analyst requires technical financial analysis expertise, operational experience and a client focused mindset to become a valued member of the Finance Team. CISDI is currently undergoing a transformation to meet the demands of a rapidly growing organization. This new position plays an important role in turning finance into a proactive organization uncovering potential issues before immediate remediation actions are needed.

The Financial & Administration Analyst is responsible for in-depth financial analysis and reporting to identify trends, opportunities, and risks. The role will ensure thorough financial activities are performed and participate in transforming financial processes and systems. The role will also ensure financial processes and systems are integrated with resource planning, project management, and human capital. The Financial Analyst will drive scalable and automated solutions to significantly improve efficiency, accuracy, and organizational effectiveness.

II. ORGANIZATION CHART



III. JOB DESCRIPTIONS

Responsibility	Activity	Output/Measurement
Financial Planning and Analysis	<ul style="list-style-type: none"> • Develop and maintain comprehensive financial models, forecasts, and budgets. • Conduct in-depth financial analysis to identify trends, opportunities, and risks. • Prepare accurate and timely financial reports and presentations for management. • Provide financial insights and recommendations to support strategic decision-making. 	<ul style="list-style-type: none"> • Budget forecasting • Financial Recommendations
Financial System Development	<ul style="list-style-type: none"> • Conduct a comprehensive assessment of existing financial systems, procedures and processes. • Define the requirements for a unified database and financial system. • Research and select appropriate financial software solutions. • Develop data validation and cleaning procedures. 	<ul style="list-style-type: none"> • Updated Finance & Adm policies and procedures • Gap report of current systems
System Integration	<ul style="list-style-type: none"> • Collaborate with IT and other departments to integrate financial systems with resource planning, project management, and human capital systems. • Develop data mapping and identify opportunities for integration plans. • Develop automation workflows for repetitive tasks. 	<ul style="list-style-type: none"> • Integration plans • Process improvement recommendations • Automated workflows

IV. WORKING RELATIONS

Internal	<ul style="list-style-type: none"> • All Departments
External	<ul style="list-style-type: none"> • Stakeholders, vendors, consultants, etc.

V. QUALIFICATIONS

A. Minimum Qualifications

- Bachelor's degree in Financial Management, Master Degree is preferred.
- Minimum 5-7 years of experience in managing business and program finances.
- Deep understanding of accounting principles and financial statements.
- Experience handling multiple programs is preferred.
- Have experience in transforming work processes and systems and leading improvement teams.
- Knowledge of grant management and compliance requirements is desirable
- Knowledge of NGO finance management and regulatory requirements is preferred but not required.
- Experience with data analysis and visualization tools.
- Have experience in transforming work systems as well as teams.

B. Competencies

Technical Competencies:

- Proficiency in financial modeling and forecasting tools.
- Ability to manage multiple projects and deadlines.
- Understanding of risk assessment and mitigation strategies.
- Proficiency in building financial models to forecast financial performance.
- Experience in financial analytics, including data collection, analysis, and reporting.
- Skills in identifying process and system gaps and developing strategies to address them.
- Skills in fostering a culture of continuous improvement and innovation.
- Skills in designing, delivering, and evaluating financial programs.

Behaviour Competencies:

- Integrity
- Communication
- Initiative
- Critical thinking
- Accuracy
- Budget savvy
- Innovation