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| **Position Title:** | Financial Analyst |
| **Position Number:** | 7010 |
| **Reports To:**  | Finance Manager |
| **Project Worksite:** | Central Office |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

Coordinates financial/accounting operations, including overall financial monitoring and support/guidance to Country Office and project staff, to ensure the fiscal well- being of the projects. Provides financial management, conducts analyses of financial data, provides budget analyses for project funds, and prepares required reports to funding agencies to ensure compliance with the donor's requirements. Oversees sub award management and responds to inquiries and assist in trainings. Carries out unit finances to proactively guide and support respective financial success by providing high level analytical expertise, implementing business strategies and developing strong customer relationships. Analyzes financial data and reports to determine accuracy and completeness. Compiles data and prepares financial reports. Reviews and processes final cost objective requests. Provides analysis and business modeling support on strategic initiatives for senior management and field operations. Responsible for analyzing performance trends, modeling complex business decisions, tracking performance and presenting results. Ensures and provides financial expertise, critical thinking, and customer service.

**Description of Responsibilities:**

* Has basic knowledge of applicable financial and accounting statutes and regulations.
* Interprets and applies laws, analyzes information, and evaluates the impact of policies, procedures and practices.
* Work includes accumulating data, summarizing information into presentable reports/forms, and discerning valid from invalid data comparisons.
* Seeks explanation for variations in the data.
* Reviews and inputs financial data and final cost objectives, account information into accounting software systems.
* Creates, reviews, and process program budgets.
* Analyzes, reviews, and distributes financial reports to ensure accuracy.
* Ability to communicate clearly in both oral and written form.
* Provides support for field programs by conducting live meeting training on financial systems and processes.
* Works with Global Program Management (GPM) staff to help them understand the financial aspects of the assigned Country Offices.
* Monitors Country Offices cash flows and fund transfers by processing cash account analysis, ensures adequate funds are maintained within each program, processing wire transfer requests to field offices and ensuring timely transfer of funds.
* Manages sub recipient financial reports for assigned Country Offices by reconciling US based sub recipients with the General Ledger accounts.
* Reviews and analyzes sub award tracking system, manages US partner payments and collaborates with GPM staff on financial close outs of sub recipients.
* Responsible for interpreting, analyzing and/or evaluating data, ensures compliance with applicable state and federal statutes, and uses Generally Accepted Accounting Procedures (GAAP).
* Has a thorough knowledge of external regulations as well as internal corporate policies and procedures.
* Reviews and approves separation pay of all field office staff.
* Manages cost share consolidations and reporting for board meetings.
* Experienced using systems to produce reports, financial models and databases.
* Develops and maintains effective working relationships with regulated industries, consultants, management and staff.
* Interprets and provides explanation for discrepancies and variations in data.
* Superior ability to communicate clearly in both oral and written form.
* Performs any other duties as assigned

**Skills**:

* Analyzes, budget forecasts, regulatory filings and compiles moderately complex data.
* Applies a thorough knowledge of financial management, investment capital, risk analysis, debt management, and investment analysis, legal and regulatory compliance pertaining to the respective industry.
* Applies updated information technology to facilitate program goals and program procedures.
* Delivers formal presentations suited to the characteristics and needs of the audience; educates relevant parties regarding programs, procedures and/or eligibility criteria.
* Interacts with industry representatives, co-workers and officials to analyze or resolve issues.
* Maintains a variety of professional working relationships.
* Documents complex issues and effectively articulates written conclusions.
* Interacts with staff officials and executives.
* Reviews and edits work of others.
* Presents oral and written testimony on moderately complex issues.
* Apply thorough knowledge of applicable information technology to perform the required duties.
* Evaluate systems of control and recommend improvements/changes.
* Analyzes moderately complex business operations and financial statements.
* Reviews and determines compliance with laws and regulations; draws conclusions; makes recommendations for approval.
* Serves as a resource to others in resolving moderately complex problems; identifies substantive issues that are thoroughly and accurately researched and analyzed.
* May review and analyze recommendations from peers.
* Contributes to the completion of organizational projects and goals.
* Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.
* Supports internal and external audit requests.
* Explains variances in a concise manner

**Qualifications**

* **Education: Bachelor’s** Degree in Finance or other related fields.
* **Preferred Job-related Experience:** Five to eight (5 – 8) years of progressively responsible financial analysis and pricing experience in a government contracting environment. Proficiency in spreadsheet software required. Must demonstrate excellent analytical and organizational skills.
* **Additional Eligibility Qualifications:** Science or health-related field experience preferred. Non-governmental organization (NGO) experience preferred.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** LiberiaRecruitment@fhiclinical.com

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application