



**HJF Medical Research International, Inc.
(HJFMRI)**

VACANCY (RE-ADVERTISEMENT)

JOB TITLE: Financial Analyst

SUMMARY

Job Summary: The Henry M. Jackson Foundation Medical Research International (HJFMRI) provides scientific, technical and programmatic support services to global medical research programs. Through funding agreements with the US Government and other donors, HJFMRI provides administrative support for research activities related to HIV, malaria, TB and other infectious diseases.

Main Duties and Responsibilities:

1. Responsible for overseeing and ensuring the effective financial management of all assigned HJFMRI projects.
2. Lead and consolidate budget preparation and budget modifications; work closely with project teams on preparing budget revisions for approval; ensure that all changes are in compliance with donor stipulated requirements.
3. Monitor project expenditure on a monthly basis and track budget versus actual project data; prepare burn rate analysis and present to project management teams on a monthly basis.
4. Prepare pipelines and forecasts for the assigned projects; ensure quality and integrity of financial analysis.
5. Support Project Management teams in monitoring expenditures and regularly updating the project budget and financial plans.
6. Coordinate with program implementation teams on the decisions to procure goods and services based on project's financial performance.
7. Collect and consolidate financial data for all implementing projects and support the development of internal and external financial reports for the assigned projects.
8. Educate project and project support staff and provide guidance on donor requirements, operational issues, regulations, and HJFMRI policies/procedures, as it relates to financial management of assigned projects.
9. Serve as a point-of-contact and act as a liaison between HJFMRI site office and CHAMPS project team on project financial management and reporting matters.

10. In coordination with senior accountant work on preparing monthly Fund Requests to HJFMRI Headquarters.
11. Develop tools and reporting templates to streamline financial management and reporting for assigned projects.
12. Other duties as assigned by supervisor or as otherwise required to successfully manage HJFMRI financial operations.

Qualifications and requirements:

1. University degree in Business Administration or Finance from a recognized institution.
2. Professional Accounting Certification is a MUST.
3. A minimum of 3 years of related work experience.
4. Must possess Advanced Microsoft Excel skills and proficiency in other Microsoft office applications (PowerPoint, Word).
5. Must have familiarity with audit and compliance requirements of US Government funded projects.
6. Must have experience in working with large donor-funded projects for an international NGO, including budgeting and external financial reporting.
7. Work experience within a medical research setting is preferred.

Required Skills:

1. Team player with high integrity, excellent communication, interpersonal, organizational and decision making skills.
2. Excellent financial management and reporting skills.
3. Strong ability to manage multiple priorities and projects.
4. Strong attention to detail and analytical skills with ability to rapidly assess and comprehend diverse information and draw correct conclusions.
5. Ability to communicate effectively orally and in writing.
6. Strong client service skills and ability to establish and maintain effective working relationships within diverse and geographically disbursed teams in a fast-paced environment.

Terms of Employment: 3 months

How to Apply:

Submit CV, Cover Letter and List of References to nairobijobslogin@hjfmri.org by March 2, 2018.