Job Description – Financial Analyst

1. Purpose of Position

Palladium has an opening for a Financial Analyst within the Financial Management department. The person in this position will be responsible for assisting in the development of annual work plans and pipeline budgets, reviewing budgets and financial reports for accuracy, and other ad hoc financial requests as needed. Using strong interpersonal and communication skills and additional analytical skills, the incumbent will develop and maintain positive relationships with colleagues and clients with a strong focus on customer service.

2. About Palladium

Palladium develops and delivers solutions that create positive impact for communities, businesses, societies and economies. We transform lives and create enduring value by working with governments, corporations and non-profit organizations. Palladium is built on the idea that progress will be supported by four key pillars:

- International Development
- Strategy Execution Consulting
- Impact Investment
- Training and Events

We create positive impact through more than 100 current projects with more than 2000 employees operating in over 90 countries.

Palladium is a child-safe organisation, and screens applicants for suitability to work with children. We also provide equal employment to all participants and employees without regard to race, color, religion, gender, age, disability, sexual orientation, veteran or marital status.

3. Primary responsibilities

Primary responsibilities include, but are not limited to:

- Provides general program financial assistance to project technical staff and administrators
Job Description – Financial Analyst, Financial Management

4. Reporting requirements

The role reports to the Director of Financial Management. Reporting requirements include:

- Attendance at all weekly team meetings as required
- Regular updates with your line manager
- Monthly submission of assigned reports
- A monthly update on the status of your KRAs, as well as any other important areas of concern
- Exception reports as and when required

5. Relationships

- The role will form part of the Finance Department and will be required to liaise closely with the Finance Team, Project Directors, and Project Operations, and other company employees

6. Authority levels

- The role will be required to analyse and make sound recommendations to the Director, Financial Management
- The role will also be expected to contribute to process improvement through innovative and cost effective ideas/suggestions
7. Minimum education and experience required
   - Bachelor’s degree in financial management, business administration, accounting, economics, or related field
   - At least 3 years of working with donor-funded budgets, preferably USAID
   - Deltek Costpoint experience is preferred

8. Key competencies and professional expertise required
   - Experience with Deltek Costpoint preferred
   - Strong accounting, business, and administration skills
   - Ability to analyse financial data and prepare financial reports
   - High level of attention to detail and accuracy
   - Good organizational and planning skills
   - Advanced skills in Microsoft Office – particularly Excel

To apply: https://palladiumhr.secure.force.com/recruit/fRecruit.ApplyRegister?vacancyNo=VN2340 no later than February 26, 2017. Qualified applicants will be contacted.