

Finance Analyst (01)

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Job Summary

Vacancy : 1

Deadline : Aug 14, 2025

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Employment Status : Full Time

Experience : 3 - <5 Years

Salary : The salary for this position is very competitive, attractive and negotiable

Gender : Any

Career Level : Mid Level

Qualification : BS

Job Description

Global Health Systems Solutions (GHSS) is a non- governmental and not-for-profit organization dedicated to seeking innovative solutions to strengthen health systems in developing countries for effective service delivery and surveillance of infectious, non-infectious, and neglected tropical diseases. We focus on three key areas: improving laboratory systems and services critical for disease management, surveillance, and prevention; enhancing field surveillance and epidemiological training for relevant animal and human health to mitigate threats posed by diseases; and improving service delivery at all health levels. Our major collaborators include Ministries of Health, World Health Organization (WHO), United States Centers for Disease Control and Prevention, Africa Centers for Disease Control, Mastercard Foundation, and several bilateral organizations.

Purpose of the role

The Finance Analyst, under the supervision of the Finance Director, will support the pre- and post-award management of the budget by preparing and analyzing budgets, budget variances, costed spend plans, costed work plans, cash forecasts, identifying savings, monitoring the organization's burn rate, and preparing budget redirections and other actions requiring prior approvals from funders.

Primary duties and responsibilities

- Assist in putting together all documentation to support the request for funds from funders;
- Enforce financial controls and make recommendations to the organization on budget expenditures;
- Assist in the preparation and analysis of the budget variance reports, with a focus on investigating reasons for variations;
- Assist in the preparation of expenditure reports to ensure that program funds are utilized appropriately by the close of the fiscal year;
- Carry out analysis of all expenditures to determine average monthly spend and burn rates;
- Develop monthly spend plans;
- Assist in preparing the organization for financial audits;
- Perform any other duties as may be assigned or required.

Academic requirements and relevant experience

- Master's degree in Accounting and Finance or its equivalent from a recognized educational institution.
- Professional accounting qualifications such as the Association of Chartered Certified Accountants (ACCA), Certified Public Accountant (CPA), and other related certifications would be an added advantage.
- A minimum of three (03) years relevant work experience in finance and accounting. Experience with a funded not-for-profit organization would be an added advantage.
- Solid knowledge of grant management principles

Submission of application

Interested candidates should send their files comprising an application, a motivation letter, a curriculum vitae, and copies of the required academic/professional qualifications/certificates to the following address: recruitment@ghsscm.org **NB: Applicant's curriculum vitae should be either in Word format or in PDF. Scanned copies and JPGs will be rejected. Deadline for submission of application: August 14, 2025. - We strongly welcome early applications. Consideration will be given to candidates who submit a complete application file on time. - Only selected candidates will be contacted for interviews. - If you have not been contacted fifteen (15) days after closing, consider your application unsuccessful.**

Education & Experience

A minimum of Bachelor's Degree in a relevant field such as with a solid foundation for understanding the principles of monitoring and evaluation (a Master's Degree is an added advantage); - Familiarity with monitoring and evaluation frameworks, methodologies, and tools is essential; - Strong research skills and proficiency in data analysis; - Experience in working with NGOs, government agencies, or international organizations.

Must Have

- Proficiency in Microsoft Office (Excel, Word) and financial software; familiarity with financial analysis tools is an advantage. - Perfect mastery of the chart of accounts; - Strong attention to detail with excellent organizational and documentation skills. - Effective communication and interpersonal skills to work with regional teams, beneficiaries, and stakeholders.

Educational Requirements

BS

Compensation & Other Benefits
