



## **Job Description: Financial and Reporting Analyst**

### **Position Summary**

Virunga National Park is seeking a Financial and Reporting Analyst to oversee all aspects of internal and external reporting.

### **Key Responsibilities**

- Assist in the preparation and analysis of financial reports, statements, and forecasts
- Conduct regular reviews of financial data to identify trends, anomalies, and areas for improvement
- Ensure compliance with EU procedures and regulations, as well as those of USAID and other donor institutions
- Ensure completeness of internal and intercompany billing
- Assist in the development and implementation of internal controls to ensure accuracy and integrity of financial data
- Prepare and present reports to management, highlighting key findings and recommendations
- Support in budgeting, forecasting, and financial planning activities
- Coordinate with external auditors and regulatory bodies as required
- Stay updated on relevant financial regulations and industry trends

### **Qualifications and Experience**

- Bachelor's degree in Finance, Accounting, or a related field
- Minimum of 3 years of experience in financial analysis, reporting, or a similar role
- Understanding of EU and USAID procedures and regulations
- Proficiency in financial modelling, analysis tools, and accounting software (Odoo)
- Excellent analytical skills with attention to detail

- Ability to work independently and collaboratively in a remote environment
- Effective communication and interpersonal skills
- Fluency in French and English

### **Duration and Remuneration**

The position is for a 2 years' duration, renewable. The remuneration package will be aligned with qualifications and experience

- 30 working days leave per year
- 2 home leave return flights per year
- Full medical insurance
- Basic accommodation and food on sites in DRC

### **Reaction**

Please send a motivation letter (max one page) and CV (max two pages) to Virunga Foundation's HR department at [recruitment@virunga.org](mailto:recruitment@virunga.org)

For any question or additional information the same email address can be used.