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

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