

## JOB DESCRIPTION

<b>Job Title: Financial Planning &amp; Analysis (FP&amp;A) Analyst</b>	
Employment Type: <i>Employee</i>	Employment Status: <i>Full-time</i>
Exemption Status: <i>Non-Exempt</i>	Relocation Assistance: <i>None</i>

### PURPOSE:

FP&A Analyst will provide analysis, planning and decision support coverage to ministry stakeholders with a focus on establishing and executing best practices in financial modeling during strategic planning, forecasting, and budgeting. This person will collaborate closely with leadership to identify and operationalize the tracking of key RZIM specific financial metrics, analyze and provide visibility into current performance against those metrics, and provide financial analysis for future growth opportunities. The FP&A Analyst will be one of the primary strategic finance partners for ministry frontline operations, which target significant investment, transformation, and growth.

### SUPERVISION:

This position reports directly to the Global Chief Financial Officer.

### RESPONSIBILITIES:

- Deliver excellent financial forecasting, planning, reporting, and business analysis for our global operations business unit.
- Work collaboratively with other operations and finance professionals at RZIM, leveraging shared resources, best practices, standard FP&A frameworks, and methodologies.
- Responsible for delivering insights into key business drivers, financial and operational metrics, building financial models, budgets and forecasts, and supporting strategic initiatives as required by the business unit leaders and the Global CFO.
- Evaluate, review and prepare monthly P&Ls for operations departments compiling detailed level P&Ls for 30+ departments including variance analysis to budget and forecast with commentary as to what is driving the variances.
- As needed, hold monthly meetings with ministry business unit leaders domestic and abroad, to discuss variances and make recommendations for course of action changes. Assist with project expense tracking, procurement savings, etc. Prepare and review the monthly cost per element reports for global regions and review with the CFO.
- Compile the annual budget and quarterly forecast for the Global RZIM Ministry and assist with headcount modeling and staffing requirement analysis.
- Tracking of monthly headcount and payroll expenses (employees & contract) and provide support for the month-end financial close process.

- Develop detailed global budget and forecast models to drive high-quality decision-making and closely monitor business performance.
- Lead team-wide projects including financial modeling, ad hoc analysis, and delivery of automated solutions for reporting, including full ownership of the Hyperion Planning database and develop / support newly added functionality.

## **QUALIFICATIONS:**

- Must be in agreement with and committed to upholding RZIM's Statement of Faith and Statement of Values, as well as its stated Mission and Vision.
- Strong, effective written and spoken communication skills along with excellent research and organizational skills.
- 3-7 years of prior corporate experience in budgeting, forecasting, and P&L review and analysis.
- BA/BS/BBA in Finance and/or Accounting preferred; MBA is advantageous.
- Ability to operate as an individual contributor while also collaborating with multiple finance groups and other departments as part of a fast-paced, collaborative team environment.
- Proficient in complex financial modeling and data analysis. Proficient in Microsoft Excel and quick-learner of new financial systems and ERP applications.
- Strong business acumen required; must be viewed as a trusted, strategic business partner, detail-oriented and organized.
- Experience with Oracle Financials and Oracle Hyperion Planning. BS Degree in Finance/Accounting or equivalent; MBA preferred experience.
- Excellent time management and organizational ability to work independently and multitask and meet constant deadlines.
- Establish and maintain highly effective working relationships with senior management, and other appointed officials, including staff, community and business leaders, donors, board members, and others encountered in the course of work. Use a high degree of tact, discretion, and diplomacy in dealing with sensitive situations and concerned groups and/or individuals and commit to practice a high level of confidentiality.