

Founded in 1976, Habitat for Humanity International (HFHI) is a Christian housing organization serving families in more than 70 countries around the world who are living in sub-standard housing. Since its founding, it has built or repaired over 1 million homes, providing more than 5 million people with safe, decent, affordable shelter!

JOB TITLE: Manager, Financial Analysis and Information Systems (EMEA)

JOB LOCATION: Bratislava, Slovakia

TRAVEL REQUIRED: 20%

Habitat for Humanity International is recruiting for a **Manager of Financial Analysis and Information Systems** to support its operations in Europe, Middle East and Africa (EMEA). Reporting to the EMEA Director of Finance and Administration, this position plays a key role in providing financial analysis and reports, database management, and business systems support to Habitat for Humanity national organizations and the EMEA regional office.

As our ideal candidate, you are a tech savvy finance professional who can understand the financial problem and then recommend and develop IT solutions for it. You know how to program reports using financial software and are comfortable switching between roles as a team lead, team member and thematic knowledge manager. You're organized and analytical, yet you enjoy applying creative and innovative solutions to business problems. You work easily with different cultures to get things done and are patient and perseverant in your communications, effecting change through persuasion and diplomacy.

KEY RESPONSIBILITIES INCLUDE:

Financial Analysis

- Provide ongoing financial analysis including developing current key performance indicators and trend analysis.
- Coordinate and spearhead the development of custom templates using MS Excel / Vision in formats ready for Infor SunSystems import/export features.
- Analyze complex data and glean findings for key management decisions.
- Work independently to determine issues that need additional analysis to improve organizational effectiveness and performance.
- Streamline reporting procedures, analyze financial reports, and provide information for timely management decisions.
- Automate monthly consolidation process of national organization financial and statistical reports.
- Develop and coordinate information collection, analysis and dissemination processes from/to the regional office and national organizations.
- Participate in the national organizations' budget reviews.
- Prepare quarterly and annual management reports for area management and for international headquarters using Infor SunSystems and related tools.
- Prepare ad hoc management reports on request.
- Compile national organization budgets and prepare management budget reports.
- Support month-end and year-end closing for national organizations.

Information Systems

- Function as a business application systems expert for the finance department, both the regional office and national organizations.
- Assist in development/maintenance of accounting software programs for use in national organizations, including Infor SunSystems, Infor Q&A, Navision, Access databases, and Excel spreadsheets, among others.

Other

- Assist in providing accounting and accounting software email/telephone support to national organizations.
- Provide support for finance function of national organizations in EMEA when needed.
- Assist in regional trainings of national organization staff.

REQUIREMENTS:

- Undergraduate / Bachelor's degree in Finance, Accounting, Information Systems OR equivalent work experience.
- 3+ years of hands-on accounting experience with solid understanding of basic accounting principles/GAAP, as well as experience with financial report and budget preparation.
- Exceptional proficiency with Infor SunSystems v6 and Infor Q&A as well as MS Office applications, including the ability to create reports in SunSystems.
- Experience working with several different accounting software packages.
- Experience with information systems support and trouble-shooting financial software.
- Fluency in written and spoken English and strong professional and cross-cultural communication skills.
- Willing and able to travel within the region up to 20%.

PREFERRED:

- Financial qualifications or certifications such as ACCA, CPA, etc.
- Experience working with non-profit or non-governmental organizations.
- Experience conducting trainings.
- International work experience.
- French, Arabic and Portuguese language ability.

HOW TO APPLY:

Submit your CV along with a letter of motivation online through our career site at:

<http://www.habitat.org/about/careers/manager-financial-analysis-and-information-systems-emea>

The position offers a competitive compensation and benefits package in the nonprofit organization market.

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.