

Global Alliance for Improved Nutrition

Job title:	Head of Financial Planning and Analysis (FP&A)
-------------------	--

Classification:	Grade 7	Direct reports:	1 - 5
Work location	Nairobi, Kenya	Travel required:	15%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. To support work in those countries, we have representative offices in the Netherlands, the United Kingdom, and the United States.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people - drawn from nearly every country on the planet - are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

DESCRIPTION
<p>Overall purpose</p> <p>GAIN operates across multiple countries and manages a diverse portfolio of donor-funded programmes supported by multiple funding partners. The organisation operates in a complex funding environment with a mix of restricted and unrestricted funding and a significant proportion of staff funded through projects. This requires strong financial planning, forecasting, and staff cost management to support effective resource allocation and alignment between funding, staffing, and programme delivery across the organisation.</p> <p>The Head of Financial Planning & Analysis leads and strengthens the organisation's financial planning, budgeting, forecasting, and performance management processes, ensuring that senior leadership has clear, forward-looking financial insight to support organisational planning and resource allocation.</p> <p>This is a highly collaborative, organisation-wide role that works closely with the Development Office, International Finance, Human Resources, and country teams to support alignment between financial plans, workforce planning, and organisational priorities. The role provides financial insight and forward-looking analysis to support senior leadership in resource allocation, financial planning, and organisational financial performance, supporting informed decision-making.</p> <p>Reporting to the CFO, the Head of Financial Planning & Analysis leads the financial planning and analysis function within the International Finance team and works in partnership with teams across the organisation to strengthen financial planning, forecasting, and performance management. The role also acts as a substantive deputy to the CFO on financial planning and organisational performance matters, supporting senior management and the Board with financial analysis, scenario planning, and insight to inform strategic and operational decision-making.</p>

Global Alliance for Improved Nutrition

Tasks and responsibilities

Financial Planning, Budgeting and Forecasting

- Lead the organization's annual budgeting process across country and global teams, ensuring alignment with strategic priorities and funding realities.
- Consolidate and present a coherent organizational budget, supported by clear assumptions and financial narratives.
- Develop and maintain rolling forecasts that reflect changes in funding, operations, and programmatic direction.
- Design and apply financial models and scenario analyses to support planning under uncertainty.
- Provide forward-looking financial insights to senior leadership, highlighting risks, opportunities, and key financial trends.

Staff Cost Planning and Financial Sustainability

- Own the organisation's staff cost planning framework, including allocation across projects, overheads, and funding sources.
- Ensure clear visibility of staff cost coverage, including analysis of funding gaps and structural risks.
- Partner with the Development Office, Human Resources and programme teams to align staffing structures with financial capacity.
- Analyse funding pipelines and assess the sustainability of current and planned staffing levels.
- Provide financial guidance on workforce planning decisions, ensuring affordability and long-term sustainability.

Management Reporting and Performance Insight

- Lead the preparation of monthly and quarterly management reports, ensuring accuracy, timeliness, and relevance.
- Deliver high-quality variance analysis and performance commentary to support decision-making.
- Strengthen financial accountability by improving the quality and consistency of financial information across teams.
- Support the preparation of financial analysis and insights for senior leadership and Board-level discussions.

Strategic Finance Support and Leadership

- Act as a strategic partner to the CFO on financial planning, performance management, and organisational priorities.
- Contribute to Board and Committee reporting, including preparation of financial materials and analysis.
- Maintain oversight of funding, budgets, and expenditure forecasts, ensuring alignment between funding levels, staffing plans, and organisational expenditure.
- Review major funding proposals to ensure financial viability and appropriate cost recovery.
- Foster collaboration between finance, Development office, HR, IT and Digital Strategy and programme teams to support integrated planning and decision-making, including work to develop the necessary systems for modelling, data analytics and KPIs.
- Provide leadership and management to the finance team across financial planning and analysis, income and resource management, financial reporting, and finance and compliance, ensuring high quality outputs, clear accountability, and continuous development of staff.
- Deputise for the CFO as required, providing leadership on financial planning and performance matters.

Global Alliance for Improved Nutrition

Team and People Management

- Provide leadership and direction to the International Finance team, comprising financial planning and analysis, income and resource management, and compliance functions, ensuring clear priorities, high-quality outputs, and strong coordination across the team.
- Manage, mentor, and develop staff within the International Finance team, and lead on the recruitment of key finance roles, including country-based roles involved in finance-related projects and initiatives.
- Ensure the International Finance team is appropriately structured and resourced to support organisational planning, project delivery, technical support, and financial management across the organisation, and that staff work collaboratively and effectively as a team.
- Champion and demonstrate GAIN's values, promoting a collaborative, accountable, and service-oriented culture within the finance function and across the organisation.

Key organisational relationships

- Reports to the Chief Financial Officer (CFO), acting as a key strategic partner on financial planning, performance management, and organisational decision-making, and deputising as required.
- Works closely with the Senior Management Team (SMT), Country Directors, and functional leads to provide financial insight, supporting resource allocation decisions, and ensure alignment between strategy, funding, and delivery.
- Partners with Human Resources on workforce planning and staff cost management, ensuring staffing structures are financially sustainable and aligned with funding availability.
- Works closely with finance colleagues across accounting, compliance, and donor functions to ensure alignment between financial planning, reporting, and funding information, supporting coordinated financial planning and performance management across the organisation.
- Partners with the Head of IT and Digital Strategy on systems.

JOB REQUIREMENTS

Competencies

- Strong financial planning and performance management capability, with the ability to drive budgeting, forecasting, and organizational decision-making.
- Advanced analytical and financial modelling capability, including forecasting and scenario planning.
- Strong leadership and people management skills, with the ability to build and develop high-performing teams.
- Excellent stakeholder management and business partnering skills, with the ability to influence senior decision-making.
- Good understanding of financial systems and reporting tools, with the ability to improve budgeting, forecasting, and management reporting processes.
Clear and effective communication skills, including the ability to present financial information to senior and non-financial audiences.
- Keen attention to detail and commitment to continuous improvement.
- Proficiency in AI to improve analytics and service delivery

Global Alliance for Improved Nutrition

Experience

- Significant experience in financial planning, budgeting, forecasting, and financial modelling at organisational level, preferably within a multi-country NGO or similarly complex environment.
- Proven experience in staff cost management and workforce planning, including cost allocation, funding coverage analysis, and affordability planning.
- Experience operating in donor-funded environments, with a strong understanding of funding structures, cost recovery, and financial risk management.
- Demonstrated experience partnering with senior leadership, contributing to strategic planning and presenting financial insights to senior management or Board-level stakeholders.
- Proven ability to lead and develop finance teams, with a focus on building strong analytical capability and effective business partnering.

Education

- Qualified Accountant (ICAEW, ACCA, CPA-K or equivalent) with full membership and evidence of up-to-date continuing professional development.
- Educated to bachelor's degree level or equivalent an advantage.
- Management training/MBA an advantage.

Other requirements

- Ability to travel to other GAIN offices regularly, including country programmes (up to 15%).
- Knowledge of and ability to converse in French an advantage.

WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.