BERNARD VAN LEER FOUNDATION
JOB DESCRIPTION

BASIC INFORMATION

Position: Impact and Financial Analyst
Team: Operations Team and Knowledge for Policy Team
Reports to: Lead, Programme Admin & Control and Lead, Learning to Scale
Based in: The Hague, The Netherlands
Contract: 1 year, with opportunity to renew based on performance
Deadline: Friday, 2nd of October 2020

ABOUT THE BERNARD VAN LEER FOUNDATION

We believe that giving all children a good start in life is both the right thing to do and the best way to build healthy, peaceful, and creative societies.

We are an independent foundation working worldwide to inspire and inform large scale action to improve the health and wellbeing of babies, toddlers and the people who care for them. Our independence allows us to take risks on innovative ideas and bold leaders and make the kind of long-term, non-partisan commitment required to achieve and sustain large scale change.

We have entered a new phase where we believe the major challenge is the transition to scale. Plenty of ideas to improve the youngest children’s health, nutrition, protection and learning have proven their worth in small-scale projects – but how do we effectively reach hundreds of thousands or millions of children? To address this challenge, we work in the following ways:

- We are constantly scanning the world for innovations and good practices that can achieve large-scale change.
- We go beyond pilot projects and address the challenges of large-scale implementation.
- We identify bold leaders from diverse backgrounds and support them and their teams to take large scale action.
- We provide access to curated global knowledge and expertise, connections to an international network of peers, strategic funding and advocacy.
THE POSITION

Core to our impact is capturing, analysing and sharing good practices for scaling effective early childhood development programmes - including capturing information about the costs of the interventions and their impact, developing plans and budgets to support scale-up.

To drive this work, we are looking for someone with brilliant analytical, financial and project management skills, who also has lots of curiosity and energy to join our team in a new role, as Impact and Financial Analyst.

The Impact and Financial Analyst will work closely with the Lead, Learning to Scale (50%) and the Lead, Programme Administration and Control (50%) to contribute to both impact and financial related analysis. The chosen candidate will help improve and drive financial controlling and reporting as well as support the operationalization of the Foundation’s Performance Framework (PF) and monitoring, evaluation and costing work.

The Impact and Financial Analyst has a signal and control function in the field of financial and administrative procedures within the organization including the changes therein. The Impact and Financial Analyst is responsible for providing management with evidence-based information for decision-making (both requested and on own initiative) with respect to the current, budgeted and future financial position of the Foundation's initiatives.

PRINCIPAL RESPONSIBILITIES AND TASKS

Your role will be to ensure that the Programme and Knowledge for Policy teams are supported by a specialist with knowledge on impact, financial and control analysis.

As part of the “Impact analysis and control responsibilities” the Analyst will support with:

- Rolling out BvLF’s Performance Framework and evaluation principles
- Supporting the adoption of internal monitoring and performance processes and a culture of evidence-based programme/policy design and management
- Developing analyses for organizational and country-level performance dashboards and learning
- Providing general support to ensure stronger uptake and application of rigorous monitoring, evaluation and learning approaches by our partners
- Production of organizational level reports and other benchmarking projects
- Ensuring ongoing refinement of BvLF’s short-term impact indicators for performance monitoring
As part of the “Financial analysis and control responsibilities” the Analyst will be responsible for:

- Updating and monitoring the risk control framework ensuring compliance and reporting any risks to the management team
- Assisting our in-country offices and partners with financial analysis and building and maintaining a cost (baseline) database to enable accurate testing of budgets
- Supports effective negotiation for project delivery together with the project owners
- Costing and financial aspects of budget including providing support with disaggregation of costing data, ensuring a heightened focus on cost effectiveness and efficiency, ensuring comparability across projects and developing costing methodologies that ensure the Foundation secures value for money
- Identifying financial project risks in cooperation with project owners and Lead, Programme Administration and Control.

PROFESSIONAL CONTACTS

- **Inside BvLF:** Lead, Programme Administration and Control (and Operations Team), Lead, Learning to scale (and Knowledge for Policy Team), Executive Director, Management Team and Programme Team
- **Outside BvLF:** On occasion, strategic institutional or individual contacts and partners

QUALIFICATIONS, SKILLS AND COMPETENCIES

- Minimum of Bachelor’s degree in International Development, International Relations, Mathematics, Economics, Business, Social Sciences, Humanities, Psychology, Science or other field requiring significant research and analysis
- 3-6 years of relevant work experience with demonstrated skills in one or more of the following: audit, financial analysis, policy analysis and/or business consulting.

Key qualities:

- Strong analytical abilities – qualitative and quantitative research skills including data gathering and analysis skills
- Able to communicate information and insights in an insightful and structured way, especially using visual mediums such as charts and graphs
• Good understanding of programme design, theory of change and/or logic frameworks

• Intellectually curious and driven to understand how policy, social and behavioural change happens and how data can support to scale-up processes

• Interested in, and passionate about, the importance of investing in early childhood development

Key skills and experiences:

• Outstanding project management skills and financial analysis skills

• Experience working with monitoring & evaluation strategies and systems and/or performance indicators

• Fluent in spoken and written English

• Advanced knowledge of Excel, Word and PowerPoint

• Experience with Salesforce and Power BI and/or other data visualisation tools as well as accounting administration tools

• Ability to work with tight deadlines in a demanding environment

Organisational competencies:

• Teamwork

• Learning ability

• Results orientation

Job specific competencies:

• Problem analysis

• Planning & organising

• Organisational sensitivity

APPLICATION

Please send your resume and motivational letter in English to IFAnalyst_vacancy@bvleerf.nl before 3 October 2020.