

JOB DESCRIPTION

Job Title: Finance Analyst
Job Code: 000940
Salary Plan: 130
Direct Supervisors: Director of Finance and Strategy
Salary Range:

Minimum degree and field of knowledge: BS/BA
Years experience required: min. 2 years

Employing Hospital and Department: MGH/Ragon Institute of MGH, MIT, and Harvard

The Ragon Institute of MGH, MIT and Harvard seeks to establish a model of scientific collaboration that links clinical, translational, and basic science to tackle the greatest global health challenges related to infectious disease research. We are a results-oriented group of highly motivated scientists from the field of immunology, virology, genetics, vaccinology, and technology development. At every level, we value intelligence, teamwork, dedication and creativity, and we're always looking for people with those skills who thrive in teams and dynamic environments.

Summary:

The Finance Analyst will be a key member of the Ragon Finance team, with responsibilities across various elements of the organization. We are seeking a candidate who is aligned with the Ragon Institute's mission and who is inquisitive, thoughtful, and detailed with a strong financial skill set to help support the growing Finance/Strategy/Operations function at the Ragon Institute. The successful candidate will also have experience in budgeting, reporting, and analysis; and will report into the Director of Finance and Strategy.

Specific areas of responsibility include:

Strategic Financial Support:

- Assist in maintaining organizational financial models, including the short, medium, and long-range models.
- Provide operational support related to Ragon Institute discretionary funding, including set-up of new accounts, extension requests, & contracting support

Core Facility Financial and Operations Support:

- Support Core facility invoicing and billing processes
- Develop and manage financial reports related to tracking against Core facility budgets

Analysis/Reporting:

- Provides comprehensive analysis and reporting for the Institute operating budget including performance, variance, and forecasting.
- Develops customized reports as needed for review by the Director of Finance and Strategy, and makes recommendations to inform decision making

- Monitors and reviews financial performance/health; compares with budget projections, and previous year performance to decipher and interpret trends

Procurement and Supply Chain Operations Support:

Providing back up coverage and support for the Senior Buyer

- Assist in tracking invoice payment status updates
- Coordinate with the Senior Buyer and MGH Resolutions Group to manage delivery status and settle payment of invoices
- Work with Operations Support to manage invoice payment delays and solve problems

Qualifications:

- BS/BA degree
- Minimum of two years experience with financial management
- Ability to read, analyze and interpret financial information; demonstrated skill in financial analysis & creation of actionable recommendations
- Ability to write and present key findings
- Strong critical thinking, interpersonal communication and collaboration skills
- Proficiency in Microsoft Office suite (Excel, Word, Access, PowerPoint, Outlook) required
- Demonstrated ability to be organized and flexible in an evolving work environment
- Exceptional attention to detail and confidentiality
- Highly goal oriented, self-motivated, and ability to work independently as well as in coordination with Ragon Institute team