



# Analyst to Group CEO

Job description

Human Resources

# Job Description, Analyst, Affinity Ghana

## About Affinity

We support the unbanked and underserved, providing every individual and business with accessible and affordable financial services they can trust. Founded in 2013, Affinity launched in 2015 after acquiring PayFlex Microfinance Company Limited (soon to be Affinity Ghana).

## Job Summary

The Analyst would work with the Group CEO on special projects that are cross-departmental, taking full ownership from inception to execution, working with and consulting all internal and external stakeholders. These projects are strategic but varied across marketing, technology, products, regulation, operations, research and design. They also vary in length and complexity, suiting applicants across all levels of experience.

## Key Responsibilities

1. Onboard and familiarise yourself with the projects, interrogate the problems that require solving, trouble shoot bottlenecks and all related issues with help from management, key departments and other internal/external stakeholders
2. Design a strategic plan to tackle the projects, include timelines, deliverables, budget and impact. Host workshops, communicate objectives and expected outcomes to all
3. Quantify and report back each milestone within the project, communicating with stakeholders, discussing any alterations that may be required whilst problem solving
4. Research to design new projects and present ideas to improve current projects.
5. Assist with the analysis and design of processes
6. In conjunction with other departments, conduct and analyse market and competitor information to derive actionable insights that may feed into new projects.
7. Carry out a successful execution of plan, understanding and navigating new developments, communicating along the way with all stakeholders through one-on-ones and workshops
8. Create and maintain project documentations including resource plans, status reports and meeting minutes. Lead project meetings with stakeholders

## Analyst Skills and Qualifications

1. Strong data analysis and advance skills in Microsoft applications
2. Proactive, someone who gets things done and has strong communication skills
3. Curious and passionate about financial inclusion for the mass market using technology
4. Critical thinker, strategic and structured approach to problem solving
5. Good management skills, well organised, articulate and a team player
6. Quick at thinking on your feet and problem solving, treating everything as urgent
7. Ideally experience in strategy within a business, as a consultant or an investment fund

## Education and Experience Requirements

1. A degree in Business Administration or project management
2. At least three to four years experience in project management

Application mode: all CVs should be sent to [jobs@affinityghana.com](mailto:jobs@affinityghana.com)