

Job Advert: Business Planning and Analysis Manager (Volunteer)

Heroes Help – Finance & Resources Directorate

Location: Remote/Hybrid (Nigeria-wide)

Reports to: Director of Finance & Resources

Type: Volunteer Position

Job Profile

The Business Planning and Analysis Manager is a key volunteer role within the Finance & Resources Directorate at Heroes Help. The postholder will lead the charity's financial planning processes, develop insightful reporting tools, and provide strategic financial guidance to enhance organisational performance. This role is ideal for a data-savvy finance professional who is passionate about using analysis to drive impact and inform better decision-making in a purpose-driven charity.

Key Accountabilities / Responsibilities

- - Support strategic planning, annual budgeting, and long-term financial forecasting.
- - Develop business cases, cost-benefit analysis, and investment appraisals for new initiatives.
- - Produce financial dashboards, KPI reports, and analytical tools for senior leadership.
- - Partner with directorates to strengthen budget ownership and performance management.
- - Conduct scenario modelling and risk assessments to inform strategy and contingency planning.
- - Provide monthly budget monitoring reports and variance analysis.
- - Support funding proposals with budget narratives and financial projections.
- - Contribute to financial literacy and capacity-building across teams.

Competencies Required

- Essential:
 - - Analytical thinking and ability to translate data into actionable insights.
 - - Strong attention to detail and accuracy in reporting.
 - - Excellent communication and stakeholder management skills.
 - - Proficiency in Excel, financial modelling, and forecasting techniques.
- Desirable:
 - - Understanding of nonprofit finance, donor budgeting, or social impact reporting.
 - - Familiarity with business intelligence tools (e.g., Power BI, Tableau).
 - - Experience working with cross-functional teams or strategic planning groups.

Qualifications, Knowledge, Skills and Experience

Category	Essential	Desirable
Qualifications	Degree or qualification in Finance, Economics, Business Administration, or related field	Professional certification (e.g. CIMA, ACCA, CFA) or strategic finance qualification
Knowledge	Financial planning, modelling, and performance management	Knowledge of the nonprofit sector, funding mechanisms, or charity finance regulations
Skills	Data analysis, reporting, presentation, and budgeting tools	Scenario planning, investment appraisal, and impact analysis
Experience	Minimum 3 years' experience in financial planning, analysis, or business partnering roles	Experience supporting strategic or operational decision-making in complex organisations

Benefits of Volunteering with Heroes Help

- - Contribute to the financial sustainability of a charity supporting the Nigerian Armed Forces community.
- - Gain strategic finance experience and enhance your business analysis expertise.
- - Flexible remote volunteering with impact-driven colleagues.
- - Support cross-functional teams to improve resource planning and delivery.
- - Receive a Certificate of Service and reference upon request.

To apply, please send your CV and cover letter to: enquiry.heroeshelp@gmail.com

Subject: Business Planning and Analysis Manager – Volunteer Application