

EXTERNAL JOB ADVERTISEMENT – JUNIOR FINANCIAL ANALYST (PROTECTIVE SERVICES)

Job Title:

Junior Financial Analyst – Protective Services

Reporting To:

Director of Finance, Protective Services

Job Summary:

The Financial Analyst will be a key contributor within the Finance team. He/She will support accounting activities, financial reporting, analysis, and decision-making processes to ensure financial accuracy and alignment with the organization's operational needs.

Duties and Responsibilities:

- Participate in the accounting cycle for business units of the organization
- Participate in the preparation of monthly financial reports, including the analysis of results and financial performance indicators
- Analyze costs, make occasional analyses of profitability and studies of specific opportunities
- Participate in budgetary and forecasting processes
- Reconcile balance sheets for payroll, receivables, liabilities, and WIP
- Present and discuss monthly figures with operations to align finance & business needs
- Work across departments to solve accounting issues
- Support Senior analysts by performing various analyses
- Prepare various financial analyses
- Prepare relevant documents for monthly, quarterly reviews, and annual verification
- Any other tasks related to the responsibilities previously described

Qualifications and Requirements:

- University degree in accounting and/or equivalent
- Minimum 2 years experience
- Excellent Excel skills
- Fluent in French and English (oral and written)
- Excellent analytical skills
- Dynamic, independent, and methodical
- Takes initiative on the collection and validation of financial information
- Professional, responsible, and good management of priorities
- Ability to work under pressure and meet tight deadlines
- Ability to adapt to a constantly and rapidly changing environment

How to Apply:

Interested candidates who meet the above requirements are invited to submit their applications together with the required supporting documents:

- either directly to the **Human Resources Department**,
- or by email to: **hr.kenya@garda.com** and **copy Alice.Midea@garda.com**

Application deadline: 16th January 2026

Only shortlisted candidates will be contacted. Please note that no fees are charged for receiving or processing job applications.