Vacancy announcement

Position: Chief Finance and Administration Officer (CFAO)
Number of Positions: 01
Organisation: International Union Against Tuberculosis and Lung Disease (The Union)
Location: Paris (France)
Travel: As necessary

Organisation background:

The Union is a global membership, technical and scientific organisation. We were established in 1920 and are led by people who are committed to our vision, mission and values. Our members are organisations and individuals from all parts of the world. We are made up of government and non-government agencies, charities, donors and funders, professional groups, patient groups and civil society organisations. We bring together clinicians, managers, policy makers, front-line workers and implementers, scientists, patients and survivors, advocates and civil society.

The Union's Vision: A healthier world for all, free of tuberculosis and lung disease

The Union's Mission: The Union strives to end suffering due to tuberculosis and lung disease by advancing better prevention and care. We seek to achieve this by the generation, dissemination and implementation of knowledge into policy and practice. We aim to ensure that no-one is left behind, people are treated equally and we have a focus on vulnerable and marginalised populations and communities.

The Union’s Values:

- Quality: we deliver our services and products to the highest possible standards.
- Transparency: we are open and direct in our dealings.
- Accountability: we are responsible stewards of resources, deliver on our commitments, and are accountable to our stakeholders.
- Respect: we recognise people’s intrinsic value and have due regard for the welfare, beliefs, perceptions, customs and cultural heritage of those we deal with.
- Independence: we seek to pursue our mission free from interference by conflicts of interest.

Job Summary:

We are looking for dynamic, passionate, innovative and highly self-motivated associate who has experience in leading a diverse team managing operations. Working as part of the Global Leadership Team, The CFAO will oversee and manage the financial and administrative infrastructure and operations of The Union. The position reports to the Interim Executive Director of The Union.

Key deliverables/accountabilities:

1) Accounting;
   - Instil an organizational culture built around transparency, prudence and adherence to core accounting principles in all financial aspects, e.g., revenue recognition, costs allocation, closing of accounts, etc.
• Oversee accurate, transparent and timely recording, documentation and execution of financial transactions, including inter-company/affiliate transactions, compliant with French GAAP, IFRS, and other relevant national accounting standards in countries of operations of The Union and its affiliates.
• Drive, coordinate and lead the quarterly and monthly closing, at Global level, which would require some Consolidation skills and capacities
• In coordination with an external Chartered accountant, be upfront on leveraging the overall accounting capacity across the organisation, and be set clear and standard accounting rules.

2) Finance & controlling;
• Coordinate with all departments and relevant affiliates to oversee the development of organizational, departmental and project budgets of The Union and its affiliates.
• Oversee organizational and project-based financial reporting inclusive of non-profit key performance indicators, e.g., burn rate, current ratio, cash reserves ratio, etc to ensure that reports are accurate, timely and actionable.
• Guide the processes for financial forecasting and variance analysis to facilitate effective and proactive financial management and investment.
• Leading the overall cash management, including a rolling forecast, in a complex environment mixing up restricted and unrestricted funds
• In coordination with a Business Analyst, lead and drive the quarterly Business review, ensuring that risks and opportunities on the different activities are properly monitored.

3) Working capital management and treasury:
• Oversee the proper use of restricted funds coming from Projects, in compliance with Donor’s requirement
• Oversee efficient working capital management to optimize The Union’s unrestricted cash and AP/AR position, e.g., extend days AP, shorten days AR, in consideration of contractual payment terms of debtors and creditors.
• Ensure close monitoring and reconciliation between the organizational accounts, bank accounts and petty cash funds for the Union and its affiliates.
• Guide the creation and monitoring of reserves and provisions, and manage available cash, investments and risks (e.g., FX, interest rate, counterparty, etc) in accordance with organizational treasury policy and stakeholder terms.

4) Governance & internal controls:
• Serve as a member of the senior management team to guide business decisions under consideration of their financial implications and advise on financial trends, risks, and opportunities, and regulatory compliance.
• Provide regular reports and analyses to the President, Treasurer, Bureau and Board of Directors on the financial performance and health of The Union and its affiliates.
• Lead coordination with an external firm in the annual audit of The Union’s consolidated financials (HQ, affiliates and other controlled entities).
• Lead and coordinate any audit coming from donors, providing guidance on Project Management to ensure that the Union is compliant and recommendations implemented
• Ensure that The Union has effective financial controls, levels of authorities and delegation of duties in place to monitor and enforce compliance with finance and accounting policies and practices, and cost norms of the organization and its clients.

5) Policy and strategy
Ensure continuous review and optimization of The Union’s finance and accounting policies and practices in accordance to operational needs, sponsor requirements and best practices.

- Develop annual work programmes and a long-term strategy for the finance department in alignment with the organisation strategy and manage its effective implementation
- Lead initiatives to introduce new technology platforms that support improved financial analysis and management.

6) Legal and Compliance
- Review all grant agreements - considering legal obligations, tax considerations and any other restrictions.
- Assist managers to put into practice regulatory or funder requirements, in particular through contract review and negotiation.
- Where relevant from contract or grant agreement review, disseminate practical guidance to staff to ensure day to day compliance.
- Oversee the ongoing management of the organisation’s risk register, ensuring this is regularly reviewed and updated.
- Responsible for GDPR/data protection compliance including policy updates, data audits, data breach processes and log, writing and issuing privacy notices, etc.
- Remain informed of charitable and company law guidance, briefing colleagues on new developments as appropriate and implementing new processes required to ensure compliance
- Undertake other duties as may be requested by the President, CEO, and Head of Units
- Manage the legal budget, approving expenditure and highlighting where there's a risk of exceeding budget.
- Maintain a contract library for all supplier contracts
- Ensure proper level of Insurance coverage, for the whole organisation

7) IT Management
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages.
- Managing and reporting on allocation of IT budget.
- Providing direction for IT team members. Identifying opportunities for team training and skills advancement.

8) Procurement and Travel Management
- Negotiating with suppliers and vendors to secure advantageous terms.
- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
- Approving purchase orders
- Performing risk assessments on potential contracts and agreements.
- Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
- Ability to manage operational and financial aspect of travel management, in coordination with HR

Minimum requirements:

- Degree /Tertiary level qualifications in Finance.
- At least 15 years of professional experience in financial management, organizational management in the context of development, preferably in the health sector.
- Superior analytical skills, including risk assessments, and excellent attention to detail.
• Excellent organisation, time management and leadership skills coupled with strong interpersonal skills
• Ability to be hands-on and supportive on basic standards on accounting and finance matters
• Be knowledgeable on IT principles, and operational tools as a whole to drive the IT effectiveness
• Business Intelligence Tool implementation is a plus (e.g. Power BI)
• Experience on leading legal and compliance matters required
• Ability to run several operating and financial information through analytics and projects
• Ability both to function autonomously and work collaboratively with colleagues remotely based
• Ability to manage multiple projects simultaneously, often with conflicting schedule
• Ability to work under pressure and still be able to prioritise tasks
• Ability to make positive contribution to Business Development
• Effective and professional written and verbal communication skills
• Knowledge of scientific conferences is an advantage
• Fluent in English, and in French.

To apply

If you think you are an inspirational leader, a prudent manager and have the desire to lead a passionate team and fulfil the above requirements, please send your CV and a cover letter to career@theunion.org with Chief Finance and Administration Officer (CFAO), in the subject line of your email.

Only shortlisted candidates will be reached out to and Interviews will be held remotely.

Deadline for applications Friday 14 MAY 2023 17:00(CET)

The Union is an equal opportunity employer. For more details about the organisation please refer to our website https://theunion.org/.