

Vacancy announcement

Position: Project Finance Officer (bilingual French/English)

Organisation: International Union Against Tuberculosis and Lung Disease (The Union)

Location: Remote

Duration: Open ended contract (CDI)

Annual Salary: EUR 50,000 to EUR 56,000

Organisation background:

The International Union Against Tuberculosis and Lung Disease (The Union) is a scientific organisation which has had its headquarters in Paris, France since 1920. The Union is one of the world's leading organisations in the fight against tuberculosis. In collaboration with national Ministries of Health and international partners, The Union develops, promotes and evaluates effective strategies to combat tuberculosis in low- and middle-income countries. The Union provides technical assistance to national tuberculosis control programmes, leads various research projects, runs international and national courses in several languages, organises world conferences, publishes several guides and two peer-reviewed scientific journals ("The International Journal of Tuberculosis and Lung Disease" and "Public Health Action"). In addition to tuberculosis, The Union is also involved in tobacco control and non-communicable diseases. For more information, visit www.theunion.org.

Job Summary:

Position and duties within the organisation:

Reporting to the Director of The Union Tuberculosis Department, you will contribute to the development, implementation and evaluation of all public health projects, initiatives and research carried out by The Union TB Department. You will also in your activities liaise with The Union Chief Finance Administrative Officer.

Responsibilities

1. Support TB Department for the elaboration and finalization of annual project work plans and budgets as well as submissions to the donors.
2. Support TB Department with managing and maintaining appropriate control of disbursements and reporting timetables
3. Support TB Department with the quarterly project review exercise including updating cashflows and targets accordingly
4. Support in-country partners (consultants, NTP, etc.) to review, analyse and monitor the project financial reports and communicate any over/under expenditure observations to the TB Department Director on a timely basis.
5. Support TB Department for the preparation of donors' reports including technical and financial reports (CETA project, Canton de Vaud project, APWs, etc)
6. Preparing in collaboration with the technical team budget templates to be used for the implementation of the activities.
7. Reviewing with the technical team the draft budgets submitted by the partners (consultants, NTP, etc.) for the implementation of the approved activities

8. Requesting for EARs to be raised for all procurement and services (including travels) and approving after cross checking with approved budget and ensuring full supporting documents are attached
9. Reviewing and monitoring expenses in EXACT to ensure proper analytical coding and booking of expenses
10. Preparing the hiring forms for the consultants to be hired by the TB Department and liaise with HR team to finalise the contract.
11. Leading with the audit exercise for the TB Department projects (mainly CETA project)
 1. and providing supporting documents required by auditors in collaboration with the relevant finance staff at HQ and partners (consultants, NTP, etc.)
12. Verification of invoices before forwarding to Accounts for processing and payment
13. Updating Payment file with expected revenues for TB Department and indicating correct analytical coding to ensure proper tracking
14. Updating TB Department teams on funds received from donors
15. Liaising and communicating with both external partners and HQ teams (Accounts, HR team, Legal Team, conference registration team, Training and Education, etc.) on various subjects linked to the implementation of TB Department projects and activities
16. Ensuring compliance with both donors and head office contractual and financial requirements as well as administrative rules and regulations
17. Participation in field monitoring visits (2 to 3 times per year) to undertake compliance control and risk alert/management (risk analysis, and suggest mitigation actions)

Qualifications

The Project Finance Officer is in charge of on diverse projects implemented by TB Department with various teams in several countries and multiple donors.

- Bilingual in French & English
- Education: Bachelor or Master in Project Management / Finance
- Minimum 4 years' experience in international administrative and finance monitoring. A plus if experience with African and Asian countries.
- Excellent organizational and team coordination abilities
- Ability both to function autonomously and work collaboratively remotely based
- Ability to communicate effectively with people from diverse backgrounds
- Working knowledge of MS Office applications, ERP, SAPConcur, Power BI
- Keen to travel

To apply

Please submit your CV and Cover letter by April 30, 2024 to: hr@theunion.org ; ceta@theunion.org and mention in the subject line reference P.F.O.

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