

FINANCE CONTROLLER
Short term position June 2020 – January 2021
80-100%

FIND (the Foundation for Innovative New Diagnostics), an international non-for-profit organization in Geneva, Switzerland, dedicated to R&D activities to expand and accelerate access to new diagnostics technologies, and to build global diagnostics testing capacity for poverty-related infectious diseases in low and middle income countries. We are looking for a Finance Controller for a short term assignment for maternity leave replacement from June 2020 to January 2021.

Summary

Reporting to the Finance Director, the Finance Controller will be responsible for ensuring the integrity of our accounting system and the quality of internal controls across the whole organization, as well as for preparing grant reports in accordance with donor requirements.

Responsibilities

- Review journals, bank and other reconciliations for compliance with appropriate standards
- Ensure quarterly closing checklist is completed in a timely manner
- Ensure internal control procedures are carried out by all staff
- Ensure appropriate recording of revenue and expenses as per internal policies
- Ensure compliance with FIND policies and procedures
- Act as liaison with auditors and ensure availability and quality of documentation in advance of audit
- Collect, review and analyze financial data and results to prepare mandatory donor reports other metric requirements, working in close collaboration with FIND business units, incl. Country Offices:
 - Collect needed data from various programmes
 - Prepare consolidated reports and budget updates as per required format or specific request for each grant agreement.
 - Draft narrative based on financial data results for required reports, highlighting key findings
 - Recommend corrective actions when required
 - Communicate information to donors

Desired qualifications and experience

- Chartered accountancy designation or equivalent professional qualification
- 3-4 years audit experience
- Strong bookkeeping and accounting skills (Swiss GAAP RPC)
- Forensic accounting experience an advantage
- Advanced Excel and proven experience of BI tools such as Jedox, Tableau
- Not for Profit experience an advantage
- Outstanding organizational skills with good sense of priorities
- Excellent communication and interpersonal skills
- Ability to work independently with strong attention to detail

- Team player, comfortable working in a multicultural environment
- Fluent written and spoken English, French an advantage
- Available immediately

To apply:

Please mail your motivation letter and CV to **hr@finddx.org** before **27 March 2020**
(But don't wait until the deadline! We will start screening right away and if we find the right person, we will stop searching.)

Please note that only applicants meeting the profile requirements will be personally contacted.

Applications sent by recruitment agencies will not be considered