

## Finance Assistant, Grant Reporting

FIND seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decisionmakers, healthcare providers and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US\$1 billion in healthcare costs to patients and health systems. We are co-convenor of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a WHO Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation. For more information, please visit [www.finddx.org](http://www.finddx.org).

**Location:** Geneva, FIND headquarters

**Duration:** From 1 December 2021 to April 2022

**Reporting to:** Head of AMR

**Dotted line reporting to:** Deputy Director, Grant Management

### **Your mission/Position objective:**

Coordination, consolidation, and validation of statement of expenses, receipts, and procurement requests in line with grants` requirements and restrictions. Ensure effective utilization of grant funding as budgeted and forecasted by the technical team.

### **Your responsibilities/Job description:**

- Validate receipts/invoices submitted for payment by staff/consultants (amount, date, currency, description, period, type, etc.)
- Compare expenses to the actual forecasts and budgets. Notify programme head of any disagreements or significant variations
- Review travel authorizations and keep track of travel expense submissions
- Follow up with project coordinators to ensure timely submission of all expense documents
- Coordinate with finance department the booking of aggregated invoices/receipts expense
- Ensure accuracy and compliance of the receipts/invoices with grant restrictions

### *Other duties, as needed:*

- Consolidate and check for accuracy the forecast provided by the technical team
- Ensure forecast is aligned with the approved budget
- Assist the team with preparation of the monthly reports

### **Qualifications:**

- Finance background (degree in Finance)
- Advanced excel skills (PowerPivot, match/index etc.)
- Comfortable with budget and forecast concepts

**Soft skills:**

- High level of accuracy, rigorous attention to detail
- Excellent coordination and compilation skills
- Fluent in English (written and spoken) and French an advantage
- Capable of managing competing demands

**To apply:**

Please send your application to [hr@finddx.org](mailto:hr@finddx.org) by **26 November 2021**. The application must include:

- a complete *curriculum vitae*
- a motivation letter
- **an acknowledgement letter, answering the following questions:**
  1. Have you ever been criminally convicted or subject to any criminal or administrative penalty by any competent authority? If yes, please specify.
  2. Have you ever been terminated or separated (e.g., contract termination, dismissal, non-renewal) or subject to any disciplinary measure or sanction by your employer for fraud, harassment, sexual harassment, sexual exploitation, or sexual abuse?
  3. Have you ever resigned while under investigation or during disciplinary proceedings?

**A confirmation of the following declaration of understanding:**

- I confirm the accuracy of the information provided, with the understanding that FIND will conduct reference checks to verify relevant information.
- I understand that if any false or misleading information is provided in my application, or any material fact suppressed, I may not be employed, or if I am employed, I may be dismissed.

Please note that due to high volume of applications, **ONLY** short-listed candidates will be contacted. FIND values diversity among its staff and aims to achieve gender equality both through gender parity at all levels of the organization and promoting a gender dimension in all its work. We welcome applications from women and men, and those with disabilities.