

CITY CANCER CHALLENGE

LEAD FINANCE & CORPORATE SERVICES

POSITION DESCRIPTION

Location: Geneva, Switzerland

I. ABOUT CITY CANCER CHALLENGE

City Cancer Challenge (C/Can), founded by the Union for International Cancer Control (UICC), has a mission to build a collective movement of cities, supported by global and local partners, to deliver quality, equitable and sustainable cancer treatment solutions for all. To achieve this mission, C/Can works in partnership with a network of motivated city and regional leaders, ministries of health, civil society organisations, industry, development actors, health professionals and patient advocates to achieve a direct and concrete impact on cancer mortality rates. Since its launch at the World Economic Forum annual meeting in January 2017, C/Can and its partners have implemented localised action plans in four “Key Learning Cities,” which have the potential to improve cancer care for over 25 million people. Building on the success of the Key Learning Cities, the next phase of C/Can that aims to scale up support to a wider network of cities in all regions has now been launched.

In January 2019, City Cancer Challenge transitioned to an independent legal entity, City Cancer Challenge Foundation (“the Foundation”), based in Geneva, Switzerland.

II. ROLE

The Foundation is seeking an experienced, dynamic Lead of Finance and Corporate Services to provide oversight of all finance, accounting, compliance, risk and reporting activities supporting the Foundation’s global operations. The individual is a leader who can operate effectively in an ever-evolving, ambitious organization, managing cross-cultural relationships and creating effective strategies and processes that integrate both global and local perspectives.

III. MAIN RESPONSIBILITIES

Specific responsibilities of the Lead, Finance and Corporate Services include:

Financial Strategy

- Develop long-term financial model and regularly monitor financial performance of the Foundation
- Play a critical role in the leadership team, ensuring cost effectiveness and efficiency in delivery of our financial strategy
- Advise Senior Leadership Team and Board members on financial and organizational effectiveness; and



- Provide strategic guidance regarding the related policies, processes and systems necessary to manage the organization's financial and administrative operation.

Financial Reporting

- Consistently analyse financial data and present reports in an accurate and timely manner; clearly communicate monthly, quarterly and annual financial statements; monitor progress, prepare financial outlooks and financial forecasts and keep CEO and Director of Operations abreast of any changes
- Prepare project budgets and financial reports for international funders
- Manage local and state regulatory reporting requirements
- Prepare financial analysis for contract negotiations
- Support the CEO and Director of Operations in engaging the Board's Finance, Audit and Risk Committee around issues and trends in accounting and the Foundation finances.

Financial Controls

- Ensure all compliance practices are implemented based on up to date regulations
- Conduct internal reporting for international offices including locations in Africa, Asia, South America and Europe.

Risk Controls

- Oversee the Foundation's Risk Management framework
- Consistently analyse the robustness of the Foundation's risk management policies and processes
- Provide regular assurance reports on the Risk Management function.
- Oversee Internal Audits covering risk management, regulatory compliance, business resilience, contentious matters and other ad hoc reports covering such other matters relating to risk management and internal control as the Board may request from time to time.

Accounting Functions and Financial Systems

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate local standards and regulatory requirements
- Coordinate all audit activity
- Create and maintain the Foundation's finance manual and other working documents as needed to ensure staff adhere to recommended practices and procedures
- Oversee international accounts receivable and accounts payable
- Oversee all domestic and international payments and transactions
- Provide oversight on credit card reconciliation, employee expense reports, cash control, and oversee payroll tax compliance
- Make recommendations for on-going improvements in functionality of the Foundation's transactional and financial systems as required.



Budgets, Cash Flow Management and Controls

- Manage the annual budget process, providing guidance and support to team members where needed
- Maintain internal control and safeguards for receipt of revenue, costs and program budgets and actual expenses
- Develop documentation of procedures and recommendations for process improvements
- Manage organizational cash flow forecasting in partnership with CEO and Director of Global Operations

Other Corporate Services

- Interface with outside audit firms, banks, business insurance agents, credit card companies, etc. on the Foundation's behalf
- Administer and oversight all external contracts, including funding contracts and supplier service contracts (e.g. travel, insurance, security, equipment and building maintenance) to ensure efficient services and cost effective delivery
- Ensure all external contracts meet legal and financial requirements
- Administer and maintain the Foundation's insurance programs
- Effective management and oversight of leasing arrangements, facilities procurement and related contracts
- Support strategic and annual planning and participate in a wide variety of special projects, reports and initiatives as required.

IV. REPORTING

- Direct report to City Cancer Challenge Chief Executive Officer

V. SKILLS AND COMPETENCIES

- Essential requirements include 4 – 6 years' accounting experience (CPA/MBA with international non-profit experience preferred), strong IT skills, highly effective communication and people management skills, and a proactive and meticulous approach.
- Experience with international development donors and their financial reporting requirements preferred
- Experience with international transactions and accounting preferred.
- Demonstrated ability with reviewing, creating, and implementing new systems and approaches
- Advanced knowledge utilizing and maintaining accounting and tax systems
- Strong experience managing reporting, budget development and analysis, general ledger, accounts payable, accounts payable and receivable, payroll, income tax and banking.



Academic Qualifications

- Internationally recognised, advanced qualification in Accounting. CPA/MBA a plus with experience in non-profit accounting

Languages

- City Cancer Challenge operates in an English language environment consequently fluency in spoken and written English is essential;
- Ability to communicate in spoken and written French is highly desirable. Spoken fluency in Spanish an advantage.

Location

- The position will be based in Geneva, Switzerland. Applicants must be eligible to work in Switzerland.
- **Closing date for Applications is:** 5pm 31 May 2019. Only shortlisted applicants will be contacted.

*If you're interested in joining our team, please send a CV and Letter of Motivation to foschi@citycancerchallenge.org with the subject line **C/Can Finance and Corporate Services Lead**.*

