

Vacancy Announcement

Title:	Head of Programme Finance
Type of contract:	24-month contract with possible renewal
Work time:	Full-time position (40 hours per week)
Reporting to:	Deputy Director of Operations
Internal relations:	All GSF teams
External relations:	Local implementing partners, third-party service providers, donors, and auditors
Location:	Unspecified, preferably UTC to UTC+5 time zone
Start date:	As soon as possible
Application deadline:	30 November 2023

Background

The Global Survivors Fund (“GSF”) was launched in October 2019 by Dr Denis Mukwege and Nadia Murad, Nobel Peace Prize laureates 2018. Its mission is to enhance access to reparations for survivors of conflict-related sexual violence around the globe, thus responding to a gap long identified by survivors. GSF acts to provide interim reparative measures in situations where states or other parties are unable or unwilling to meet their responsibilities. GSF advocates for duty bearers as well as the international community to develop reparations programmes. It also guides states and civil society by providing expertise and technical support for designing reparations programmes. GSF’s survivor-centric approach is the cornerstone of its work.

Role Summary

The overall role of the Head of Programme Finance is to ensure the smooth financial management of GSF programmes, complying with best practices and ensuring maximum transparency and accountability.

Under the direct supervision of the Deputy Director of Operations based in Geneva, the Head of Programme Finance is responsible for the operational monitoring of GSF projects and activities, in coordination with colleagues from the Programmes Department, with the purpose to ensure strong and transparent programme implementation, targeting excellent reporting and seeking continuous improved performance of GSF and its partners, efficient financial management of both direct expenses as well as awarded grant budgets, strict cost control and limited risks for GSF, through both training and support, as well as reviews and audits.

Position Responsibilities

Managing the Programme Finance team

- Supervise, coordinate and motivate a team of four regional finance coordinators, based globally in different locations;
- Ensure that the programme finance team supports efficiently all budget holders in their financial responsibilities;
- Ensure close monitoring by the team of all outgoing grants and disbursements to local implementing partners.

Financial Planning & Analysis

- Coordinate the annual budgeting & forecasting process for all GSF programmes;
- Monitor expenses, allocations and analytics on a regular basis;
- Produce financial analysis, advising on risks as is relevant.

Internal Control & Risk Mitigation

- Ensure relevant analytic coding of all expenses, and particularly allocations to donor grants;
- Contribute to the continuous improvement of GSF practices, policies and tools for the financial management of GSF and its partners;
- Contribute to overall risk assessment linked to Programme implementation, monitoring and improvement of controls in place;
- Participation in the Due Diligence Committee, alert and advise on financial risks linked to projects and partners;
- Set up and coordinate the audit framework for outgoing grants to partners.

Donor Reporting

- Participate in the development of GSF funding strategy and allocation plan, to minimise the reporting burden on GSF (in liaison with Head of Global Partnerships);
- Contribute to donor assessments and audits, building optimal donor budgets, monitoring all ongoing incoming grants from donors, monthly monitoring of allocation of expenses to donor grant ensuring compliance with donor requirements;
- Ensure timely and accurate financial reporting to donors and follow-up on donor payments.

Active Contributor to GSF Management

- Active participation in GSF middle management meetings, comments on progress, achievements, challenges, forecast and risks;
- Follow-up closely Programmes implementation plans and progress (in liaison with Director of Programmes and the various Heads of Units), to ensure that GSF maintains the adequate analytic and reporting system
- Liaise with other units and experts in the Operations Department to ensure smooth running of GSF Operations and Programmes;
- Monitor key performance indicators for Programme finance.

Other Tasks

- Contributing to annual closing of accounts, and statutory audit;
- Visiting onsite a GSF project country at least once a year;
- Supporting the Deputy Director of Operations with any other relevant projects or assignments, upon request.

Position Requirements

Education and Experience

- A minimum of a bachelor's degree in management or finance field, masters preferred;
- At least 10 years of growing experience at senior finance or controlling role, in an international nonprofit organisation with overall global budget of at least \$20 million.
- Experience both in multiple project implementation countries (in diverse contexts) and in headquarters/secretariat roles (minimum 3 years);
- Strong and diverse experience with donor budgets, donor reporting and donor audits;
- Experience in financial audits, team management, training, and capacity building.

Other Requirements

- Excellent analytical skills, with strong attention to detail;
- Team player with a positive attitude, excellent written and verbal communication skills;
- Able to work in culturally diverse teams;
- Advanced Excel skills;
- Ability and willingness to travel, to visit partners and teams in the field;
- Strong communicator and fluent in English, with fluency in French a strong advantage.

How to Apply

Please send your CV, cover letter and two references to recruitment@globalsurvivorsfund.org with "Head of Programme Finance Application" as email subject, by Thursday 30 November 2023. Please note that only shortlisted candidates will be contacted.

The Global Survivors Fund is committed to diversity, gender balance and inclusion as well as reflecting the diversity of the places where we work and the communities we work with, and will consider applications from qualified professionals from all backgrounds, cultures or beliefs. We encourage candidates from regions where GSF works to apply.

GSF operates and enforces multiple safeguarding policies including Protection from Exploitation and Abuse, Child Safeguarding and Fiscal Integrity.

Please note that for this position candidates must be authorised to work in the country where the position will be based at the moment of the application.

Your Data - If you choose to apply for this position, you will be providing us with your Personal Data, which we will process for the purposes of selecting a candidate for the position only. We will keep the Personal Data you share with us as part of the application process for six months from the deadline for application, after which it will be deleted. Your Personal Data will be accessed only by our HR Staff managing the recruitment process, as well as the members of the selection panel. You have the right to a) ask us for access to your Personal Data and for information about how we process it, b) to ask us to rectify the Personal Data we have on record for you, c) to ask us to delete your Personal Data or restrict its use, and d) to object to our processing of your Personal Data. To exercise these rights, please contact

recruitment@globalsurvivorsfund.org. If you have any concerns or complaints about how GSF processes your Personal Data, please submit them to DataProtection@globalsurvivorsfund.org.