

Job Description

FINANCE & OPERATIONS MANAGER ad interim - DACH Geography



Job Title: Finance & Operations Manager ad interim – DACH Geography

Reports to: Finance & Operations Lead – DACH Geography

Contract: 80-100%

Salary: Competitive

Location: Zurich

Start Date: 1 March 2018

End Date: 12 October 2018

Apply by: 01 December 2017

Business Background

Climate-KIC is the EU's largest public private partnership focused on climate change, consisting of dynamic companies, the best academic institutions and the public sector.

Purpose of the Role

As Finance & Operations Manager ad interim (maternity leave coverage) you will manage and drive financial performance of Climate-KIC's legal entity in Switzerland and its partners in line with annual business plans and longer-term goals set by Climate-KIC's executive team.

Your role will report into the Finance & Operations Lead of the DACH Geography.

Key Responsibilities

Legal Entity Finance & Administration

- Manage all aspects of internal accounting and financial controls (incl. procurement and expense management)
- Manage all aspects of financial administration for Climate-KIC AG, incl. financial statements, taxes, and VAT (in collaboration with external accountants)
- Ensure legal and regulatory compliance for all aspects related to Climate-KIC AG's business
- Own the process for budgeting overhead on a local level, incl. regular forecasts
- Manage contracts (with external specialist assistance as required)
- Manage interface with service providers (insurers, banks, IT providers, etc.)
- Closely align with Central Finance in London and ensure smooth collaboration

Project Accounting, Partner Financial Management, Reporting

- Handle pre-finance budget and payments for partners
- Own and manage processes related to our grant management system, incl. DACH project overview
- Advise partners on EIT funding rules (H2020), CKIC-internal processes and systems, and audits
- Support budgeting, forecasting, and multi-year financial planning
- Compile, review and upload cost reporting of partners in line with CKIC internal processes including follow-up

Human Resource Management

- Handle payroll for staff employed by Climate-KIC AG in collaboration with external payroll provider
- Administer HR-related entries, exits and mutations in the company's HR system (Cezanne), with the pension fund and other concerned parties/systems
- Interface with social insurers and other service providers
- Support on-boarding of new employees

Managerial Support & Operational Excellence

- Identify process improvement opportunities and implement relevant changes
- Identify and evaluate financial risks and opportunities; implement risk-mitigation actions
- Train local team in ensuring compliance with CKIC policies, processes, and systems
- Support CFO and central team with adhoc requests or shared group work
- Carry out additional reasonable tasks as requested by line manager or other members of the Geographic Management Team
- Occasional travel required

Key Working Relationships

- Finance & Operations Lead, DACH Geography
- Director, DACH Geography
- Central and local Climate-KIC finance and operations staff
- Other Climate-KIC staff, e.g. DACH innovation team
- Partners

Person Specification

This role requires an experienced finance professional who welcomes change, takes responsibility and wants to make a difference in his/her job and for the climate. Your role will be broad in scope, with a wide range of activities and tasks that will require a proactive, hands-on approach. You will be inspired by being part of creating opportunities for innovators to address climate change.

Profile & Experience

- University degree in business administration with a strong background in accounting (Swiss accounting system incl. knowledge of VAT concept)
- Training in basic Swiss commercial law (contract law, tax law, etc) as part of university degree
- Experience in preparing management accounts, financial planning, and budgeting
- Significant demonstrable experience of providing finance support to business partners

Key Skills

- Fluency in German, good spoken and written English language skills
- Strong analytical and problem-solving skills
- Agile learning capabilities
- Ability to develop awareness of commercial issues and expertise in matters specific to CKIC
- Strong Excel skills
- Demonstrable ability to use own initiative to drive improvements to systems and processes, and to take responsibility for issues and proposals until fully-resolved

Personal style and Approach

- Ability to challenge and influence assertively and cooperatively
- Solutions-focused
- Confident in operating in a changing and sometimes ambiguous environment
- Self-motivated and self-organised, with good time-management skills, an ability to plan, manage and prioritise a varied workload

Application Process

Climate-KIC values diversity and welcomes applications from all suitably qualified candidates regardless of age, gender, race, disability, sexual orientation, religion or ethnic background.

Your application should consist of a full curriculum vitae and a covering letter describing briefly how your profile, skills and experience meet the criteria outlined in the person specification, and outlining your interest in and vision for the role.

Please send your full application to pinar.goksu@climate-kic.org

For further information on the job please contact laura.orvati@climate-kic.org