

# Job Description

## FINANCE & OPERATIONS MANAGER

### DACH Geography



**Job Title:** Finance & Operations Manager – DACH Geography

**Reports to:** Finance & Operations Lead – DACH Geography

**Contract:** 100%, open-ended

**Salary:** Competitive

**Location:** Zurich

**Start Date:** 1 June 2017 or 1 July 2017

**Apply by:** 19 May 2017

### Business Background

Climate-KIC is the EU's largest public private partnership addressing climate change through innovation. We **educate** students and experienced professionals on the challenges and opportunities of climate change; we develop, implement, and fund **innovation programs and projects** with leading climate innovators; and we **incubate and accelerate** climate-relevant start-ups. In so doing, we focus on four thematic priority areas: urban transitions, sustainable land use, sustainable production systems, and decision metrics and finance.

We deliver our activities through a partnership of more than 200 leading organizations from the public, private, and academic sectors, and with 150 staff in major cities across Europe. Founded in 2010, Climate-KIC is supported by the European Institute of Innovation and Technology (EIT), a body of the European Union.

### Purpose of the Role

As Finance & Operations Manager 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 (in collaboration with external accountants), taxes, and VAT
- 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.)

#### *Project Accounting, Partner Financial Management, Reporting*

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

#### *Human Resource Management*

- Handle payroll for staff employed by Climate-KIC AG
- Administer HR-related entries, exits and mutations in Cezanne
- Interface with social insurers and other service providers
- Support on-boarding of new employees

#### *Managerial Support & Operational Excellence*

- Identify, recommend and drive cost saving opportunities
- 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
- Carry out additional reasonable tasks as requested by line manager or other members of the Geographic Management Team

### **Person Specification**

This role requires an experienced finance professional who welcomes a dynamic work environment and is solution-oriented and combines attention to detail with a healthy dose of pragmatism.

### **Profile & Experience**

- Degree in business administration with a strong background in the Swiss accounting system
- Training in basic Swiss commercial law (contract law, tax law, etc)
- Experience in preparing management accounts, financial planning, and budgeting
- Significant demonstrable experience of providing finance support to business partners

### **Key Skills**

- Native speaker of German, proficient in English
- Strong analytical and problem-solving skills
- 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 by 19 May 2017 to [pinar.goksu@climate-kic.org](mailto:pinar.goksu@climate-kic.org)

