

JOB DESCRIPTION

Position title: Finance Manager

Reports to: Executive Director

Location: EASL office

Occupation: To be discussed

The Association:

The European Association for the Study of the Liver (EASL) is a non-profit organisation with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution. All EASL activities and projects are coordinated by the EASL office in Geneva, which employs more than 35 people across several departments. The diverse and dynamic team offers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL has approximately 7,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 9,000 participants. EASL's core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools, and related educational meetings. More recently, EASL has also established a broad collection of online education and digital tools. EASL acts as an advisor to global, regional and national health authorities, patient organisations and civil society on public health, policy and advocacy matters.

Function:

*EASL is looking for a **Finance Manager** who not only has a good command of accounting and finance but also has experience in monitoring internal control systems. The Finance Manager will also have experience in managing a finance team and overseeing compliance of finance policy and processes within an organisation.*

Tasks:

- Budgeting and forecasting: Preparation of the annual budget and quarterly revisions of financial forecasts.
- Preparation of monthly results: preparation of monthly financial statements and analysis of variances between forecasts and actuals. Offer financial insights by supporting budgeting, forecasting, and analysing performance variations

- Supervision of the finance department staff
- Audit: manage the annual audit with the appointed auditor
- Lead the financial transformation projects and the implementation of new management tools.
- Monitor the internal control system
- Compliance and regulations: Ensure compliance with procedures and standards as well as legal regulations.
- Proactively and regularly document and update the ICS processes

Required Qualifications:

- Federal diploma in accounting or equivalent

Experience:

- Management experience
- Proven experience in ICS
- Very good knowledge and extensive use of accounting ERPs
- Knowledge of VAT administration
- Knowledge of Swiss GAAP FER

Desired Skills:

- Strong interpersonal skills
- Excellent written and verbal communication skills, at least English C1 (written and oral)
- Ability to multitask and manage multiple projects
- Attention to detail and ability to work in a fast-paced environment
- Experience in the association, NGO, event or life science sector is a plus

What we offer:

- Flexible working hours
- Possibility of remote work
- Great remuneration package
- Exceptionally good pension plan
- Diverse, equitable and inclusive workplace and employer
- One to one management and mentoring

EASL is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, disability, gender identity, religion, or ethnicity.

Contact details:

Please send the complete application (CV, motivation letter, Certificates and Diplomas) to recruitments@easloffice.eu