IRU is the global industry association for road transport, driving the sustainable mobility of people and goods across the planet.

Our rapidly evolving and dynamic organisation in Geneva is looking for a temporary contract (7 months from June 2020 to December 2020)

**FINANCIAL PLANNING AND ANALYSIS (FP&A) ANALYST**

Maternity Leave Cover

If you are interested in this exciting opportunity, please apply to hr@iru.org, indicating your interest and why you believe you are the right fit for the position. Your application will only be considered if you provide a copy of your most recent CV and a motivation letter in English. The application closes on 29 May 2020.

**JOB SUMMARY**

Reporting to the Financial Planning and Analysis (FP&A) Manager at interim, the incumbent contributes to budgeting, forecasting and analysis to support major decisions of the organisation. The incumbent ensures controlling activities, playing a key role in reporting, performance and financial management.

**RESPONSIBILITIES**

**Budget, Forecast and Long term planning:**
- Support the elaboration of the yearly budget of projects, Business Lines and the consolidation into the overall IRU budget, ensuring the consistency of data, the accuracy and strategic relevance of the underlying assumptions and the optimisation of the resources allocated
- On the basis of the discussions with the managers, collect and analyse the relevant information related to business and projects, maintaining the appropriate files and systems
- Review and update the long-term Business Plan

**Financial Reporting:**
- Produce regular reports for the Business Lines, departments and projects owners and highlight risks and anomalies based on analysis of actual expenditure versus budget and references
- Liaise on regular basis with the owners to track expenses and ensure alignment of investment with IRU strategy
- Contribute to the update of the quarterly management package with key figures and analyses

**Performance Management:**
- Support the process of KPI definition and measurement
- Collaborate in the development and production of reporting on the operational and financial performance of each Business Line and project
- In close collaboration with the Manager and key contributors, promote a result driven environment, identifying success measures and possible process optimisations

**Financial Management:**
- Work closely with Accounting Service to ensure that the allocation of expenditures reflects agreed rules and enables proper monitoring
- Support Management and other related services in the appropriate governance implementation.
- Collaborate in the development or improvement of financial and controlling tools
QUALIFICATIONS & EXPERIENCE

- Master degree in Finance or Brevet Fédéral
- A first experience in financial/cost/business control (3 years)
- Solid accounting knowledge, ideally with first hands-on experience with Accounting/ERP tools
- Excellent Excel (VBA knowledge is highly requested) and PowerPoint knowledge
- Excellent command of English and French
- Swiss Citizenship, Swiss valid permit or EU Citizenship

COMPETENCIES, SKILLS & BEHAVIOURS

- Drive for results
- Influence & inspire internal & external stakeholders
- Understand the sense of urgency & drive change
- Cross-functional collaboration to successful in a matrix organisation
- Strong analytic and modelling skills
- Detailed oriented with focus on quality and consistent output
- Very good communication and interpersonal abilities
- Professional and positive attitude, customer oriented approach
- Hands-on with an ability to anticipate, understand the sense of urgency