

06/2021

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

Our dynamic organisation in Geneva is looking for a

FINANCIAL REPORTING ANALYST

JOB SUMMARY

Reporting to the Senior Manager - Finance, the incumbent ensures controlling activities, playing a key role in reporting, performance and financial management. The incumbent also contributes to budgeting, forecasting and analysis to support major decisions of the organisation.

RESPONSIBILITIES

Financial Reporting:

- Support quarterly & annual closing, update management package with key figures and analyses of performance (for IRU, by BLs, by services, cost centres and projects)
- Issue quarterly reports to BLs Directors & Budget owners including analysis of variances vs Budget/Forecast
- Liaise on regular basis with the BL directors and budget owners to track expenses, propose savings opportunities and suggest concrete actions to compensate budget shortfalls
- Support preparation of Finance Commission (FC) / Presidential Executive (PE) meetings with key figures, analysis and back up documentation
- Prepare regular landing & alert Senior management in case of risks, deviations from Budget or Plan
- Work closely with Accounting department to ensure that the allocation of expenditures reflects agreed rules and enables proper monitoring

Budget, Forecast and long term planning:

- Coordinate the preparation of the annual budget/plan process under Tagetik: supervise the collection of information from budget owners, analyse & challenge assumptions, ensure consistency of data & alignment with strategic priorities of IRU
- Support preparation of FC/PE meetings with key figures, analysis and back up documentation

Financial Performance Management:

- Participate in the process of KPI definition and measurement
- Create, update and maintain reporting on the financial performance of each Business Line and Project
- In close collaboration with Management and key contributors, promote a result driven environment, providing financial recommendation
- Assist in the closing of IRU accounts and prepare any required documentation

Other financial activities:

- Monitor the implementation of the new tool for financial reporting, budgeting and planning (Tagetik) and develop necessary additional reports for example: TIR Statistics, TIR margin by corridors and any key reporting)
- Maintain mapping (lists of cost centre, accounts) in line with IRU activities
- Reconcile Tagetik with other systems such as the BI tool (Qlik)
- Monitor allocation of resources notably on EU projects

QUALIFICATIONS

- At least 5 years of relevant experience in Financial reporting
- Excellent communication and presentation skills is a must
- Excellent command of English and French is a must
- Swiss Citizenship, Swiss valid permit or EU Citizenship

COMPETENCIES, SKILLS & BEHAVIOURS

- Strong FP&A expertise, including proficient use of financial reporting tool (Tagetik is a plus)
- Strong business acumen
- Strategic thinker with strong analytical, problem solving and project management skills
- Proactively driving IRU agenda and change both dealing with day to day operations and shaping long term strategic objectives
- Leading by example: be a trusted leader by showing accountability & influencing and inspiring others
- Emotional intelligence: self-awareness, empathy, managing self and other emotions
- Drive for results
- Commitment to IRU
- Cross-functional collaboration to successful in a matrix organisation

If you are interested in this exciting opportunity, please send your CV and motivation letter in English, indicating your interest and why you believe you are the right fit for the position and your most recent CV.