

Role Description – Temporary Assignment

**ASSOCIATE SPECIALIST,
CORPORATE BUDGETING AND FORECASTING - 100%**
(STARTING ASAP – DURATION 6 MONTHS, WITH POTENTIAL EXTENSION)

- 1. About the Global Fund**
 - 2. Role description**
 - 3. Candidate profile (Qualifications, Experience and Competencies)**
 - 4. Application**
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1. The Global Fund

« The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs run by local experts in more than 100 countries. In partnership with governments, civil society, technical agencies, the private sector and people affected by the diseases, we are challenging barriers and embracing innovation.

Behind the Global Fund's extraordinary record of impact against AIDS, tuberculosis and malaria are our people. Global Fund staff work with governments, communities and civil society, technical agencies, the private sector and people affected by the diseases to bring the world closer to ending the epidemics, saving millions more lives. Global Fund staff are instrumental in uniting the fight against these three diseases.

We are diverse and engaged, skilled and experienced, motivated and inspiring, creative and agile. From human rights to human resources, grant management to facilities management, we work every day within the unique partnership to confront global health threats, equip countries on the front lines, protect vulnerable people across the world, and save lives. »

More information about The Global Fund on www.theglobalfund.org

2. Role description

Summary

Reporting to the Senior Specialist Corporate Budgeting and Forecasting, the Associate Specialist, Corporate Budgeting & Forecasting supports the rolls out of the Secretariat Operating Expenditures (OPEX), Strategic Initiatives (SI) and Grant allocation budgeting and forecasting processes as per the Global Fund annual financial planning.

They have a client facing role for divisions/teams by supporting the timely development of their annual OPEX and quarterly reforecasts, analyzing and reporting on the actual performances and providing timely and accurate reports on variance analysis and trends to enable better measurement and monitoring of organizational performance against strategic objectives.

They assist the heads of department/ budget holders for the divisions/department they cover in effectively and efficiently managing their budgets and expenditure including challenging budgeting and forecasting assumptions with the view to ensure value for money, fund efficiency and improve forecasting accuracy, identifying cost trends, variances and slippage risk using historical track record and then proposing adjustment to Finance management.

They support the Specialist, Corporate Budgeting & Forecasting with the consolidation of the OPEX, SI and Grant budget and reforecasts focusing on Hyperion Planning data initialization, managing extracts and performing initial checks and verifications. They coordinate the monthly accruals process with the accounting team for the divisions/departments they cover working with budget holders or focal points.

They ensure compliance of budgeting and forecasting assumptions with accounting guidelines in terms of asset capitalization for OPEX.

They will have a good understanding of Financial Controlling. They will have basic skills in stakeholder management to ensure timely delivery of quality budgets and reforecasts for divisions/departments she supports while maintaining high level scrutiny and compliance with existing financial policies and guidelines.

They will provide support for SI budgeting, forecasting and consolidation in line with business needs.

Key Responsibilities

Under the supervision of the Senior Specialist Corporate Budgeting and Forecasting, the Associate Specialist, Corporate Budgeting & Forecasting operationalizes the OPEX, SI and grant budgeting and forecasting processes. Support the identification, prioritization and development of innovative finance transactions.

They support budget owners and their respective Division Heads in the OPEX and SI budgeting and forecasting processes:

Timely and efficient budgeting and reforecasting process

- They will have a client facing function for divisions/teams with no embedded controlling (OPEX or SI).
- S/he provides advice on budget guidance, timelines, planning, communication,
- They work closely with the divisional focal points to translate annual work plans into annual operating budgets clearly identifying resource requirements by reviewing and challenging underlying assumptions for cost efficiency, value for money and forecast accuracy purposes,
- They produce analyses, comparatives, variances, trends, understanding major drivers of variances, and review of these with the budget owners and division heads, and will ensure timely submissions
- They review draft and final versions of teams and divisions reforecasts and budgets,
- They will ensure value for money of budgeting and reforecasting assumptions of the divisions/department they cover
- Under the direct oversight of the Senior Specialist and through ongoing communication with budget owners and Division Heads, they capture and report on any risk or opportunities of under/overspending on an annual basis
- They will work with IT on Hyperion Planning initialization

Technical guidance for planning processes:

- They will perform due diligence to ensure compliance with the applicable budgeting guidelines
- They suggest improvements on productivity by proposing process improvements, developing automated applications; eliminating duplications; coordinating information requirements with effective collaboration across relevant teams.

Documentation of planning processes and assumptions:

- They support the Specialist, Corporate Budgeting & Forecasting in appropriate documentation and filing of financial planning documentation (annual financial planning, guidance, budgeting and forecasting final versions, planning data adjustment related to internal validation steps and management decisions) on SharePoint for audit trail purposes.

Accurate, value added budgeting/reforecasting consolidation:

- They will manage data loads and extracts and perform initial checks on HP master data accuracy
- They will follow up on planning data inconsistencies through interactions with business teams or regional finance teams

Actuals, accruals and asset capitalization:

- They will ensure accurate reporting of accruals and consistent reforecast on asset capitalization following accounting guidelines for the divisions they cover

Relationship with stakeholders:

- Build relationships at operational level within Program Finance & Controlling and in other divisions to ensure clear understanding of process timelines, expectations and guidance.
- They will assess and report back on compliance with process requirement

The above responsibilities are expected to be performed in accordance with the Global Fund Comprehensive Funding Policies, Grant Regulations, Financial guidelines and other operational procedures

Key Metrics

- Timely, accurate and efficient operationalization of Budgeting and Reforecasting process for GRANTS, OPEX and Strategic Initiatives
 - Quality of data reviews and extracts
 - Maintain accurate accrual monitoring for the divisions OPEX and SI
 - Enable optimization of OPEX and SI resources and potential for reallocation at portfolio level for divisions they cover
 - Team outputs that meet the needs of the Organization including high levels of employee engagement, specifically in terms of collaboration; knowledge sharing and teamwork, proactivity, effective communication and ability to work effective and efficiently in a changing environment.
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3. Candidate profile

Qualifications

Essential:

- Degree in Finance or Economics (Bachelor's in finance or economics) or accounting qualification (professional qualification such as a Chartered Accountant, Certified Public Accountant, Certified Financial Analyst, Fédération des Experts-Comptables Européens)

Experience

Essential:

- Progressive experience in financial controlling or financial analysis obtained within an international accounting firm, bilateral or multilateral aid agency, government department, industry or a commercial or investment bank
- Basic command of data analytics and presentation and ability to use excel
- Ability to plan, work and meet deadlines with quality deliverables
- Influencing skills as the job would involve budgetary discussions with internal stakeholders

Desirable:

- Minimum 6 years of demonstrated professional experience overseeing a financial controlling (budgeting and forecasting processes)
- Experience in cost-modelling, value-for-money, and operational efficiency analysis
- Experience in the use of financial planning systems (Hyperion Planning), and management reporting tools
- Experience of working within an international or regional sphere of activity, particularly in the big multinational private sector companies or international organizations with activities in developing world.

Competencies

Functional Competencies:

- Analytical: Understanding of analytical techniques related to assessment of quantitative and qualitative information. Level 2;
- Business: Understanding of the organisational and business mechanisms; operating knowledge of pragmatic and practical solutions that help translating ideas into specific plans, goals and KPIs within the Global Fund. Level 1
- Due Diligence: Ensuring an appropriate spend of money by means of making informed decisions and initiating actions only after investigating all facts, conditions, rules, laws, regulations, financial considerations, or any other such matters. Level 1
- Finance: Knowledge/awareness of financial and accounting aspects related to the Global Fund's services. Level 2; • Geopolitical awareness: Knowledge/sensitivity regarding social, political, economic realities and dynamics in specific geographies in order to use appropriate influencing and dialogue strategies, respond to challenge and problem arising. Level 1
- Operational policy: Knowledge of the Global Fund operational policies related to grant cycle. Level 2
- Multicultural understanding: Sensitivity to multicultural differences and general awareness of how they impact cooperation, ability to use it in cooperation with partners representing other cultures. Level 1
- Risk: Knowledge of the risk management process: identification, aggregation, mitigation, monitoring and reporting of the risks associated with a grant making organisation that operates in high risk & challenging operating environments. Level 1.

Organizational Competencies

- Global Fund awareness and mind-set level 2 - Service orientation level 2 - Drive for results level 2
- Collaboration level 2 - Interaction level 2 - Adaptability level 2

Languages:

An excellent knowledge of English and preferably a good working knowledge of French. Knowledge of other languages would be an asset.

i The “Role Summary” is a brief summary of why the job exists and/or what the job is expected to accomplish.

ii The “Key Responsibilities” section lists the most important outcomes or “key” end results (not duties) of the job in descending order of importance. It should focus on the job (not any specific incumbent) as it exists today. Each responsibility or key result area should be accurately defined in a single sentence with an active verb, which provides a positive indication of what has to be done. The level of responsibility of the incumbent should also be clear in the way the key functions are defined (e.g., lead; lead, under the supervision of..., draft, finalise, implement, recommend) and should follow the what-how-why pattern – what is done, how it is done (if there is something that needs to be said on this) and what purpose it serves. There should generally be not more than 5 to 7 key responsibilities. The following needs to be clear from reading the key responsibilities of the job: - The way that the required knowledge (depth and breadth, contained in the person specification section) is going to be applied and used, i.e., is a straightforward execution of work required (at one end of the spectrum) FA-BFCA-FP-C04 5 or will knowledge need to be integrated and used to develop new strategic principles (at the other end of the spectrum)?; - The difficulty of the problems to be solved and the extent to which judgment and analysis must be exercised (i.e., routine problems with limited alternatives vs need for original analysis and complex problem solving with far reaching impact); - The interpersonal and communications skills required by the job; - The potential influence on organisational objectives, the sphere of influence and the time-horizons of decisions; - Any direct financial accountability (either for revenue generation or budget spend) and the breadth of the role’s impact (immediate work area vs broad impact on entire organization).

iii The “Key Metrics” section gives the main criteria or measurements by which performance on the job can be assessed, showing how value is added and how the contribution of different incumbents is differentiated (e.g., quality of input into policy development, quality of key deliverables/outcomes, quantitative figures. iv Departments/teams/other roles referred to in “Key internal relationships should be consulted and given an opportunity to review the job description and to provide inputs for clarifying the role.

v The “Person Specification” lists the requirements for an incumbent to be operational in the role, in terms of education, experience and competencies (including languages). Minimum essential requirements necessary for job execution should be clearly differentiated from desirable attributes, under “Essential” and “Desirable”. The person specification does not determine the grade level of a position; rather it makes explicit what is required from an incumbent in order to successfully attain the key required outcomes of the role.

4. Application

Referring to the exact name of the above mentioned position, please send your CV, motivation letter, reference letters, work certificates, diplomas or any other relevant document in electronic format to: cv.tgf@procadres.com
