

Deadline 10 September 2021



APPLY 20/2021

# Head of Finance and Grants

**IIASA is seeking to recruit an experienced professional with a proven track record in financial management to serve as its Head of Finance and Grants department.**

## BACKGROUND

Reporting directly to the institute's Chief Operations Officer (COO), the incumbent will be responsible for managing the IIASA Finance and Grants (FG) department. The department's remit covers a broad spectrum, currently consisting of the sub-departments Finance and Budget (FAB) and Grant Management (GM).

## MAIN DUTIES AND RESPONSIBILITIES

- Developing and delivering a professional finance and grant management function, and strategic management of the institute's finance and accounting functions.
- Safeguarding the institute's financial position and overseeing all financial operations as well as identifying and mitigating financial risks.
- Proactively seek and communicate third-party funding opportunities.
- Keeping the IIASA Executive Committee informed and up to date on all finance matters and prepare the necessary documentation for management decisions.
- Managing a diverse department of some 20 staff members with a broad operating scope including, but not limited to:
  - Annual budgeting processes, budget compliance and periodic forecasting,
  - Preparation of the institute's interim and annual financial statements,
  - Full life-cycle financial and administrative support for third-party funded research projects.
- Preparing financial reports and other accounting documentation for presentation to a variety of internal and external stakeholders, including the IIASA Governing Council.
- Serving as the focal point for external audits and organizing the implementation of audit recommendations.
- Ensuring legal compliance and promoting best practice.
- Developing policies, processes and procedures to improve the efficiency of financial operations at IIASA.

- In line with the team spirit that prevails at IIASA, the incumbent may occasionally work on other tasks assigned by their superiors, that might not be directly related to this appointment but where the post holder has relevant experience and skills, and/or a shortage of immediate personnel capabilities requires such.

## SKILLS AND REQUIREMENTS

- A successfully completed advanced degree in either finance, accounting, economics, or business administration.
- A recognized accounting qualification, such as ACCA, CIMA or CPA advantageous.
- Demonstrated, relevant experience in a leadership role, ideally in an international environment; management experience in a research organization would be advantageous.
- In depth understanding of International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP).
- Experience with the Austrian federal law governing associations (Vereinsgesetz) advantageous.
- Experience dealing with third party research funding and other sponsorships.
- Good knowledge of financial and resource planning systems, including Enterprise Resource Planning (ERP) software as well as MS Office skills.
- Meticulous attention to detail and a strong understanding of fiscal responsibility.
- Experience with the preparation of financial reports and presentation thereof to a wide range of stakeholders.
- Significant experience in change management with demonstrable positive outcomes.
- Strong analytical, organizational and time management skills, the ability to work to strict deadlines and on multiple tasks simultaneously.
- A service-oriented mindset and the desire to improve the efficiency of processes.
- Team spirit with excellent communication and interpersonal skills.
- The ability to maintain a positive working atmosphere with individuals of different national and cultural backgrounds.
- Fluency in the English language (the working language of the Institute); ability to communicate in German would be an advantage.

## APPOINTMENT TERMS

The selected candidate should be available to take up the position in the fall of 2021. We offer an initial fixed-term, full-time (40 hours per week) employment contract for one year, with the possibility of extension thereafter. Applicants wishing to work part-time hours will also be considered.

Duties will be carried out at the IIASA premises in Laxenburg, near Vienna in Austria.

This position is classified as a "Professional level" post.

## WE OFFER

A **minimum** gross full-time (40 hours per week) annual salary of EUR 76,844.00 which is exempt from income tax in Austria.

The advertised salary is:

- Negotiable, based on the qualifications, skills and experience of the selected individual.
- Subject to deductions for health insurance and/or social security.
- Not directly comparable with other employers in Austria, due to the unique legal status and privileges granted to IIASA.
- Subject to the principle of income aggregation (Progressionsvorbehalt in German).

## IN ADDITION

- Educational subsidies for children of school age enrolled in private schools in Austria.
- A generous annual leave allowance.
- Moving and settlement allowances and paid home leave for employees in scientific and professional categories hired from international locations.
- Assistance for newcomers to Austria with visa, work and residency permit applications.
- Support finding accommodation in Austria.

Further details [here](#).

## About IIASA

IIASA is committed to a working environment that promotes equality, diversity, tolerance and inclusion within its workforce. This is reflected in our [Core Values](#). We encourage qualified candidates, irrespective of gender, from all religious, ethnic, and social backgrounds to apply. In the case that candidates are equally qualified, preference will be given to applicants from countries where IIASA has a [National Member Organization](#) (NMO).

## Further Information

For further information about this opportunity please contact:

[Alia Harrison](#), Recruitment Coordinator

## Applications

To apply for this opportunity, you will need to provide the following documents:

- A cover letter outlining your motivation for and fit to the position
- Your Curriculum Vitae
- The names, addresses (including e-mail), and telephone numbers of two work-related reference givers

**Deadline for receipt of applications: 10 September 2021**

**APPLY**