



Finance Officer Job Description

Job title: Finance Officer
Reports to: Director, Finance & Corporate Services
Location: Geneva
Duration: Permanent

About City Cancer Challenge

City Cancer Challenge Foundation (C/Can) supports cities around the world as they work to improve access to equitable, quality cancer care.

C/Can leads a city-based partnership initiative that aims to improve access to quality cancer care in cities around the world by transforming the way stakeholders from the public and private sectors collectively design, plan, and implement cancer solutions.

The approach is built on the core principle that cities can drive impact at national level by crafting data-driven solutions with the support of a network of global, regional, and local partners that reflect an understanding of the unique local context.

C/Can was launched by the Union for International Cancer Control (UICC) at the 2017 World Economic Forum Annual Meeting in Davos. It was established as a standalone Swiss foundation in January 2019.

Summary of Position

The Finance and Administration team supports all of C/Can teams in delivering their long-term ambitions. The Finance Officer will be responsible for managing all reporting, administrative and accounting procedures to contribute to the organizational financial operations.

Key Responsibilities

Responsibilities include but are not necessarily limited to:

- General and analytical administration, reporting and accounting analysis
- Work in collaboration with the Partnership, Resource Mobilization and City Networks team in the implementation and follow up of financial reports and ad-hoc stakeholders' reports



- Support Regional Directors, City Managers and Functional reports in all financial issues related to operations
- Collaborate in treasury processes
- Lead VAT reconciliation and quarterly statements
- Analysis and improvement recommendation of internal processes: staff travel, expense reports, reimbursements, petty cash, reconciliations
- Implement software integrations
- Lead and develop revenues and partner's contribution processes: invoicing, reminders, contributions and dues collection, reconciliation. This will also require work in collaboration with the Resource Mobilization team

Required experience and competencies

- Experience analyzing and developing accounting processes
- At least 3 years' experience in reporting and relevant educational background
- Understanding of the financial model of NGO is a plus
- Excellent communication and interpersonal skills
- Fluent in English and an official Swiss language (written and spoken); Other languages are a plus

How to apply

Qualified candidates may submit their application, including a Curriculum Vitae and Cover Letter to: recruitment@citycancerchallenge.org. Please ensure that all documents are sent as PDF documents with the titles "*your name* cover letter" and "*your name* CV". Please put "Finance Officer" in the email subject line. Applications will be received until a suitable candidate is identified.