Finance & Administrative Manager

Responsible to: Chief Executive Officer
Contract duration: Permanent position 80% or full-time
Location: Remote

Rare Diseases International (RDI) is the **global alliance of rare disease patient organisations across all countries and across all rare diseases**. RDI’s Members include national alliances of rare disease patient organisations, regional organisations, and disease-specific international federations that altogether cover more than 100 countries. RDI’s strategy is defined by RDI Members and the Governance structures.

**Do you care to offer a BETTER LIFE to Persons Living with a Rare Disease (PLWRD)? Are you keen to actively support RDI’s mission to be a STRONG VOICE for PLWRD and their families worldwide?**

RDI has an immediate opening for a **Finance & Administrative Manager** responsible for Finance & Accounting at high professional standards, and supporting the CEO in the management of back-office activities (Human Resources, Legal Affairs, IT and Office support) which are outsourced.

So far, the back-office has been managed by EURORDIS (Rare Diseases Europe), through a Memorandum of Understanding which will terminate end of 2023. The initial objective of the successful candidate in the newly created position of Finance Manager is to transition currently EURORDIS managed functions to RDI by January 2024. To that end, the first task is to analyse current accounting and finance operations and the second is to implement robust tools and processes to bring them into RDI.

**Core Responsibilities**

- Prepare, present and monitor the annual and pluriannual budget in accordance to funding
- Monitor and analyse the monthly forecast and cashflow
- Manage monthly review of expenses incurred and planned ones
- Establish the yearly closing and financial reports with comments
- Elaborate projects budget and monitor them according to funding
- Manage call for Tenders
- Present the ad-hoc financial reports to the CEO, the President and the funders
- Administer bank accounts (BNP, Stripe, Paypal) and credit cards
- Supervise accounting by selecting and managing an external France-based Chartered Accountant
- Ensure that appropriate policies exist to control finance and accounting
- Proactively support the CEO in the management of the back-office activities:
  - Supervise the payroll providers in France, Belgium and Italy
  - Monitor time tracking, including vacation and absences, and reimbursement claim forms
  - Supervise IT and Telco providers to ensure an optimal virtual environment
  - Organise IT & phone equipment, logistics, office supplies and mailing on an ad-hoc basis
  - Liaise with legal providers to ensure compliance with EU and local legislation
  - Maintain RDI members and stakeholder contacts databases up to date

**Candidate Profile**

- Bachelor’s degree or higher in Finance & Accounting, Business Administration or Economy
- 5-8 years’ experience in similar positions, preferably for NGOs or start-ups
- Chartered accountancy designation and/or audit experience are assets
- Understanding of French legal, fiscal, and administrative accounting system
- Mandatory fluency in French and English, written and spoken
- Hands-on approach, target driven, great analytical skills
- Team player with open and flexible attitude, and sound judgment
- Proven knowledge of finance and accounting ERP
- Ability to travel to Paris, Brussels and Geneva, as required

Please only apply online by sending us a motivation letter and a detailed resume in English with 2-3 references at recruitment@rarediseasesint.org.