Finance Manager

Responsible to: Chief Executive Officer
Contract duration: Permanent, 60% of full-time
Annual Salary at 100%: 40–46 000 EUR gross
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 Manager responsible for Finance and Accounting at high professional standards and supporting the CEO in the management of the other back-office activities, namely Human Resources, Legal Affairs, IT and Office support, which are outsourced.

So far, the back office has been managed by EURORDIS, through a Memorandum of Understanding which will terminate at the end of 2023. The initial objective of the successful candidate in the newly created position of Finance Manager is to transition all current 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 with funding
- Monitor and analyse the monthly forecast and cashflow
- Establish the yearly closing and financial reports with comments
- Elaborate on projects budget and monitor them according to funding
- Manage calls for Tenders
- Present the ad-hoc financial reports to the CEO, the Council, and the funders
- Administer bank accounts (BNP, Stripe, PayPal) and credit cards
- Supervise accounting, including selecting and managing a France-based Chartered Accountant
- Ensure that appropriate policies exist to control finance and accounting
- Act as a focal point and support the CEO in managing the other back-office activities (Human Resources, Legal Affairs, IT and Office support), notably facilitating the selection of the out-sourced providers and experts, and monitoring their activities.

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 an 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 apply by emailing a motivation letter and a detailed resume in English with 2-3 references to recruitment@rarediseasesint.org