



Finance Officer

About the IAS:

Founded in 1988, the International AIDS Society (IAS) is the world's largest association of HIV professionals, with members from more than 180 countries. IAS members work on all fronts of the global response to AIDS, and include researchers, clinicians, policy and programme planners and public health and community practitioners on the frontlines of the epidemic.

The IAS organizes the world's two most prestigious HIV conferences, each convened biennially in alternating years. The International AIDS Conference is the largest conference on any global health or development issue, and provides a unique forum for the intersection of science and advocacy. The IAS Conference on HIV Science brings together a broad cross section of HIV professionals and features the latest HIV science, with a focus on implementation – moving scientific advances into practice.

In addition, the IAS programmes advocate for urgent action to reduce the global impact of HIV, including increased investment in HIV cure research; optimizing treatment and care for infants, children and adolescents with HIV in resource-limited settings; preventing and treating HIV-related co-infections; and expanding access to prevention, treatment and care for key populations at higher risk for HIV – such as men who have sex with men, people who inject drugs, sex workers and transgender individuals – including protecting their human rights by combatting punitive laws and discriminatory policies.

More information on IAS can be found at www.iasociety.org.

Details of Employment:

The Finance Officer position will be based in Geneva, Switzerland and report to the Director, Finance & Administration. The position is open-ended and full-time to start as soon as possible.

Purpose of the Position:

The incumbent will be responsible for all the accounts receivable (AR) activities; and will assist in grant management and financial reporting to donors.

Main Responsibilities:

- Perform multicurrency bookkeeping (GL & analytical)
- Responsible for recording of receivables
- Monitor receivable accounts to ensure on-time payment of our invoices
- Collaborate with Resource Mobilization & Development department (i.e. grant management: ensure that contract information is properly registered in the system)
- Process reconciliation of receivables
- Support P&L owners, assist in preparation of financial reports to donors
- Prepare VAT returns in multiple jurisdictions
- Assist with annual audit
- Provide ad-hoc assistance, analysis and reporting as required by management.

Academic Qualifications:

- A degree in business, commerce or other relevant education with a specialization in accounting/finance or comparable years of experience in the field.

Work Experience:

- Significant years of experience in a similar position
- Previous exposure working with different currencies.

Skills/Competencies:

- Knowledge of Swiss GAAP
- Proficiency in MS Office (Excel in particular)
- Understanding of VAT principles is a must
- Strong analytical & problem solving skills, attention to details
- Strong interpersonal skills, focus on client needs, foster teamwork
- Proactive, ability to multitask, set priorities and meet deadlines.

Languages:

- Advanced written and oral English & French communication skills are both essential for this position.

How to Apply:

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org. The applications will be selected on a rolling basis. Please note that only shortlisted candidates will be contacted.

Only candidates from Switzerland, from an EU/EFTA country or candidates already having a valid Swiss working permit will be considered.

IAS employees are evidence-based, human rights-focused, inclusive and accountable partners in the HIV response. Candidates should display genuine commitment to IAS values ([learn more here](#)).

The IAS is committed to recruiting and sustaining a skilled, effective, diverse and gender-balanced secretariat, and to the greater involvement of people living with HIV (GIPA) in all aspects of its work. **People living with or affected by HIV are strongly encouraged to apply.**