



This Job Description, which may be modified from time to time, is an integral part of your employment contract effective [date].

Job Description

1. JOB IDENTIFICATION		
Code: CGIAR	Position Title: Controller	Date Prepared/Revised: 30 November 2018
Version: 1		
Office role number: 20	Unit: Financial & Digital Services	Date Approved by Executive Director: 4 December 2018
Grade: 5	Duty Station: Montpellier, France	

2. REPORTING LINES	
REPORTS TO:	DIRECT REPORTS:
<ul style="list-style-type: none"> • Director, Finance 	<ul style="list-style-type: none"> • Senior Associate, Contracts Administration • Senior Associate, Accounting

3. JOB SUMMARY
<p>The Controller is the senior accounting officer responsible for the full cycle of processes related to the CGIAR System Organization’s accounting and procurement functions.</p> <p>The accounting function consists of management and financial accounting level services encompassing payables, receivables, inventories, fixed assets, cash/treasury, payroll, revenue recognition, and expense categorization. Working as part of a small financial services team, the Controller is responsible for establishing, implementing and maintaining comprehensive internal financial controls and processes that facilitate the efficient use of the Organization’s financial resources. As such, the position plays a critical role in guiding financial decisions by establishing, monitoring and driving a culture of compliance with financial policies, systems, and procedures in support of the System Organization’s mission and objectives.</p> <p>This position supervises the work of a Senior Associate, Accounting to support the delivery of efficient accounting services and a Senior Associate, Contracts Administration, overseeing the performance of procurement functions and activities of the Organization and therefore, requires a skilled and experienced accounting manager familiar with leading full-cycle accrual accounting in compliance with International Financial Reporting Standards (IFRS).</p>

4. KEY RESPONSIBILITIES

1. Contribute to the preparation of the CGIAR System Organization's multi-annual rolling operating and capital budgets in accordance with the relevant financial standards and principles, ensuring timely upload of the budget onto the relevant system(s).
2. Support the development of the Organization's financial and procurement policies, guidelines, procedures, systems, and tools, reviewing them as relevant, to ensure they are fit for purpose and comply with internationally acceptable financial and accounting standards.
3. Establish, implement and monitor financial controls, processes, and schedules to ensure monthly and annual closure processes are adhered to; working in close collaboration with the Digital Services team to implement continuous improvements to the internal operating system(s) that support financial processes and controls; and proposing adjustments as needed to drive efficiency and effectiveness.
4. Ensure the accuracy and completeness of the accrual-based accounting records, overseeing the management of the cashbook, petty cash balances, procure-to-pay cycle, accruals, revenue recognition, invoicing and general recoveries from partners and all related files, and ensuring that supporting information/documentation for transactions is maintained and easily accessible, as required.
5. Support budget owners in preparing and updating quarterly financial projections into the relevant system(s), and undertake variance analyses for all units, communicating deviations and proposing possible solutions as needed.
6. Manage the Organization's banking relations and related processes, including coordinating and overseeing bank transactions (credit cards, cheques, electronic banking, and bank transfers) and the accounting for foreign exchange gains/losses. This includes preparation of cash-flow projections to ensure the availability of funds, by the currency of need and optimal investment of excess funds.
7. Oversee the management of financial records including maintaining up-to-date fixed asset records and related depreciation accounts and ensure completion of all monthly and annual balance sheet account reconciliations.
8. Coordinate periodic internal and external audit activities and, in liaison with the Director, Finance, act as primary point of contact to coordinate pre-audit preparation activities, management responses, and implementation of recommendations arising from audit engagements related to financial and accounting management systems and procurement activities.
9. Partner with the Human Resources team in the preparation and administration of staff payroll to ensure accurate and timely payment of salaries and benefits and maintain up-to-date payroll records.
10. Coordinate the timely and accurate completion of annual statutory declarations including value-added tax rebate claims and United States IRS 990 submissions.

4. KEY RESPONSIBILITIES

11. Prepare for review by the Director, Finance, draft reports and other documents to a standard that can be relied on by the Organization's management and governing bodies.
12. Foster or contribute to highly collaborative teamwork in the designated Unit and across the System Management Office and CGIAR System in general; proactively participating in knowledge and capacity building initiatives and demonstrating leadership as an effective mentor and coach of directly supervised staff.
13. Undertake other relevant functions assigned by the Director, Finance to support delivery of the Organization's business plan.

5. DECISION MAKING

TO MAKE	TO PROPOSE:
<ul style="list-style-type: none"> • Payments and transactions in line with the internal delegation of authority 	<ul style="list-style-type: none"> • Improvements to financial operations, processes, systems, or tools to reduce bottlenecks and increase overall efficiency
<ul style="list-style-type: none"> • Treasury (cash-flow) movements to ensure fund availability 	<ul style="list-style-type: none"> • Development and review of internal policies relating to financial and accounting management
<ul style="list-style-type: none"> • Correct coding of transactions in line with Chart of Accounts and management classifications of the Organization 	<ul style="list-style-type: none"> • Accounting workflows, systems, and procedures to assure overall budget control
<ul style="list-style-type: none"> • Appropriate accounting treatment in relation to period related cut-off and classification of assets, liabilities, revenues, and expenses. 	<ul style="list-style-type: none"> • Solutions to address or resolve variations identified between financial projections and actual expenditures

6. INTERNAL RELATIONS

WHO?	PURPOSE
Management team	To ensure accounting records are maintained in a timely manner with a high degree of accuracy. To ensure procurement services are provided with professionalism and in compliance with the Organization's policies.
Senior Associate, Contracts Administration	To provide leadership and guidance while ensuring the delivery of accurate outputs of team members in a timely manner.
Senior Associate, Accounting	

6. INTERNAL RELATIONS	
WHO?	PURPOSE
Human Resources Team	To collaborate on the delivery and administration of payroll and related year-end reporting or reconciliations
All staff	To engage in a customer-centric manner to proactively and collaboratively problem-solve on accounting and procurement activities.
Internal Audit	To coordinate and support internal audit engagements relevant to the operations of the Financial Services team, and provide required documentation and explanations

7. EXTERNAL RELATIONS	
WHO?	PURPOSE
Banks	To coordinate relationships and effect transactions, including deposits, withdrawals, and transfers
Suppliers and service providers	To coordinate payments where relevant
Relevant community of practice	To contribute to and participate in shared learning initiatives
External Auditors	To coordinate and support external audits, and provide required documentation and explanations
Regulatory authorities	To support submission of tax declarations and exemptions as needed.

8. CANDIDATE PROFILE	
EDUCATION AND EXPERIENCE:	KEY COMPETENCIES:
<p>Required:</p> <ul style="list-style-type: none"> Advanced university degree in accounting or finance Certified Public Accountant (CPA), Chartered Institute of Management Accountants (CIMA) certification or equivalent Minimum 8 years' experience in a similar position involving accounting and financial management with at least 3 years supervisory 	<p>Technical Competencies:</p> <ul style="list-style-type: none"> Excellent knowledge of globally accepted accounting practices and relevant legal requirements Strong numeracy skills, accuracy, and attention to detail Sound working knowledge of MS Windows-based software packages, including spreadsheets and databases

<p>responsibilities</p> <ul style="list-style-type: none"> • Demonstrated capability to manage and lead other professionals 	<ul style="list-style-type: none"> • Strong communicator (written and oral), with an ability to explain complex concepts to non-accounting colleagues in English. Intermediate knowledge of French is an advantage.
<p>Desirable:</p> <ul style="list-style-type: none"> • Work experience in an international organization and/or in a complex or multi-faceted environment • Emerging economy work experience 	<p>Personal traits:</p> <ul style="list-style-type: none"> • Integrity and ability to handle confidential information with discretion • Positive energy and team player • High tolerance for change and ambiguity • Capacity and willingness to tackle issues personally • Ability to work effectively and collaboratively in a team environment and multi-cultural setting

9. COMPETENCIES	Level 1-6 scale	DESCRIPTION
<p>Mission & Values orientation: to act in alignment with the System Organization’s mission and values. Act with integrity, lead by example, innovate in partnerships, value diversity and take accountability for the responsibilities assigned to contribute to organizational objectives.</p>	4	<p>S/he demonstrates the mission and values and stands with courage by decisions that are in the System Organization’s best interests rather than personal gains.</p>
<p>Strategy and results orientation: to act in alignment with the System Organization’s strategy. Act looking for improvement opportunities for the organization to contribute to organizational outcomes and sustainable growth.</p>	3	<p>S/he implements changes in own work methods to perform above the expected.</p>
<p>Stakeholder service orientation: to act in alignment with the System Organization’s way of doing research and achieving outcomes. Act with consideration of internal and external stakeholders’ perspective and needs, providing stakeholder-centered solutions, keeping them informed, and anticipating problems.</p>	4	<p>S/he anticipates stakeholders’ needs to make things better for the stakeholder and making self fully available.</p>
<p>Organizational awareness: to understand and learn the power relationships and actor’s key interests in one’s own organization or in other</p>	3	<p>S/he understands climate and culture and assesses “what is” and “what is</p>

9. COMPETENCIES	Level 1-6 scale	DESCRIPTION
related organizations (CG centers, partners, etc.) and to identify who the real decision makers are; who can influence them; and to predict how situations will affect the organization.		not" possible at certain times or levels.
Initiative: to act proactively in light of the identification of a realistic opportunity for improvement and not simply thinking about future actions.	4	S/he anticipates and acts to create an opportunity or avoid any future crises, looking ahead within a three-month time frame.
Collaboration and influence: to work cooperatively with others, to be part of a team, to work together (as opposed to working separately or competitively), with the intention to persuade, convince, influence, or impress others (individuals or groups) in order to get them to go along with or to support the team's agenda.	4	S/he displays willingness to receive constructive feedback from other team members to contribute to improving team's performance.
Conceptual thinking: to identify patterns or interrelations among situations that are not obviously related, and to identify key or underlying issues in complex situations, using creative, conceptual, or inductive reasoning.	4	S/he applies knowledge of theory and modifies complex learned concepts or methods appropriately.
Decision Making: to make clear, consistent, transparent and timely decisions that are in System Organization's best interests; in alignment with System Organization's framed policies, processes, procedures, and rules.	4	S/he assesses the impact of decisions and makes decisions confidently within broad policies and clear objectives.
Talent Management: to self-empower and empower others to take responsibility with accountability for their professional and personal development to contribute to the achievement of organization objectives and be recognized for that contribution. At higher levels, takes responsibility for team performance.	4	S/he provides feedback information and motivates to improve to perform consistently above the expected.