

Overview of The Union:

Since our founding as a global scientific organisation in 1920, The Union has drawn from the best evidence and the skills, expertise and reach of our staff, consultants and membership in order to advance solutions to the most pressing public health challenges affecting people living in poverty around the world.

As a scientific organisation, The Union's approach starts with evidence. We conduct research so that we can know the nature of the challenges we face and their most effective solutions. Through our peer-reviewed journals, our global and regional conferences, and through training courses and technical assistance, we provide platforms for sharing scientific knowledge with stakeholders around the world. And by directly delivering health services and advocating on behalf of those affected by tuberculosis and lung disease, we directly act on the best available scientific knowledge. Know. Share. Act. These principles have driven The Union's work since its founding. For more information about The Union, please visit www.theunion.org.

Overview of the position:

The Financial Controller will report to and work closely with the Regional Director of the Union Asia Pacific, Global Finance Controller of The Union and Deputy Regional Director of The Union Asia Pacific Office. As a member of the finance team he will partner with senior leadership to develop and implement strategies and policies across the organization to ensure financial excellence.

The Financial Controller will also be responsible for all financial operations of The Union Asia Pacific Office; ensure proper internal controls, integrity of financial data, and adherence to procedures; manage and direct finance team and responsible for coordinating the annual operating plan and the financial Key Performance Indicators (KPIs) for The Union Asia Pacific.

The Financial Controller provide the services for contracts and project management on TB-HIV and tobacco control in liaison with the Director, Department of Tobacco Control and Director of TB-HIV Department of The Union.

Main Responsibilities:**• Finance Controller for The Union Singapore Office**

- Ensure that the annual budget and forecasting process are in place and help in early detection of variance and is communicated to the senior management team on a monthly basis.
- Ensure adequate use and reporting of donor funds, as well as, optimal use of core funds by ensuring it is used as per approved annual plans.
- Reduce the financial risks by ensuring strong internal controls are in place as well as review of financial documents with respect to procurements, contracts and agreements with external parties. while providing an adequate working financial environment

- Contract administration and management for the Bloomberg Initiative to Reduce Tobacco Use:
 - Project administration of the USAID/FHI project, Otsuka, WDF, QIAGAN project and any other project assigned
 - Monitor and evaluate the project in coordination with country and regional team
- **Qualifications:**
 - A Master degree in finance (or equivalent)
 - Minimum 8 years' working experience in management of projects/programs and Financial management especially in public health programs (preference in tobacco control, TB control, HIV control)
 - Proven knowledge of international accounting and financial reviewing/auditing standards
 - Excellent computer literacy, particularly in Microsoft Excel and accounting systems is required.
 - Knowledge of relevant intergovernmental partner organisations and processes
 - Fluency in English and other Asean language with good reporting and presentation skills
 - **Competencies:**
 - High analytical skills, be able to see patterns, be a fast thinker and a good decision maker
 - Excellent communication, networking and partnership building skills
 - Results/action-orientation; project management skills
 - Organisational and political agility; developed negotiation skills
 - Proven ability to write documents in a concise, convincing manner
 - Ability to build consensus amongst diverse views
 - Ability to operate successfully with a high degree of autonomy and to delegate effectively
 - Unquestionable personal code of confidentiality, ethics, integrity, diversity and trust
 - Identifies with The Union's Core Values – Quality, Accountability, Independence, Solidarity

How to apply:

Please send your CV and a cover letter, including your expectations to hr@theunion.org

The position will be open until the candidate has been selected for the post. Only shortlisted candidates will be contacted.