ToR FOR THE POSITION OF FINANCE DIRECTOR, IRSG

ORGANISATION:	International Rubber Study Group (IRSG)
LOCATION:	Singapore
POSITION:	Finance Director
GRADE:	G-7 Step 2, General Service Category, United Nations Salary Scale for Singapore (Effective: 01 September 2012)
SALARY CAP:	Total Net Salary of SG$73,309 Per Annum (excluding benefits)
CLOSING DATE:	24 April 2023

OCCUPATIONAL GROUPS:

- Managerial Position
- Accounting and Finance
- Accounting and Financial Management

THE INTERNATIONAL RUBBER STUDY GROUP (IRSG)

The International Rubber Study Group (IRSG) is an intergovernmental organization with the main objective of improving the transparency of the world rubber markets and strengthening international cooperation on rubber issues. The IRSG is the biggest worldwide community in the rubber economy. The IRSG is recognized as an international body through the negotiation of a headquarters agreement with the Government of the United Kingdom in 1978. The IRSG has 34 member governments, including the European Union (27 countries), Singapore, India, Sri Lanka, Russia, Cote dIvoire, Nigeria, and Cameroon. Subsequently, a new headquarters agreement with the Government of Singapore was signed in 2008. The IRSG Secretariat is based in Singapore.

The mission of the IRSG is to be the world's authoritative source of statistical data and forecasts for all aspects of the world rubber industry, including production, consumption, and trade in rubber and rubber products. The seminal purpose of the secretariat is to prepare current estimates and forecasts of future supply and demand trends while undertaking statistical and economic studies on specific aspects of the industry to continually improve its value-added service to stakeholders. Furthermore, as the only intergovernmental organization bringing together the world's rubber-producing and -consuming stakeholders, the IRSG strives to provide an effective forum for the discussion of matters affecting the supply and demand for synthetic rubber and natural rubber.

The Group is a platform for senior executives and representatives to provide insights through dedicated meetings, working groups, conferences, and projects. The annual IRSG meetings are among the largest regular assemblies of rubber experts worldwide. IRSG offers a unique opportunity to enhance collaboration beyond each company or organization's peer group and connect with young leaders, innovators, and established entrepreneurs. The members, subscribers, and partners represent governments, companies, and organizations that are shaping and transforming the rubber industry in strategic and socially responsible ways.

(A) JOB DESCRIPTION

The position reports to the Chief of Staff. The Finance Director shall define and implement the financial strategy of IRSG. He or she shall prepare budget statements and carry out financial and accounting management for the IRSG and prepare annual reports on the situation of the IRSG's activities. In addition, he or she shall supervise the annual budget preparation for IRSG and implement the same.

(B) SUMMARY OF KEY FUNCTIONS/ACCOUNTABILITIES:

Within the limits of delegated authority, the Finance Director is responsible for the following duties:

- Manage all accounting and financial operations, including procurement, payments, accounts payable, the general ledger, revenue recognition, and outsourced payroll.
- Prepare and publish timely monthly financial statements and flux analysis for balance sheet and income statements to ensure all entries are properly recorded and fully analyzed.
- Lead and support IRSG month-end and year-end close processes in line with strict corporate deadlines across all entities.
- Develop and maintain the IRSG accounting policies to ensure compliance with relevant accounting standards.
- Proactively monitor, review, research, and interpret IRSG and IFRS standards and analyze emerging accounting pronouncements for financial statements and operational impact to the IRSG.
- Lead the effort in the development and implementation of internal control procedures and the identification of risks and inefficiencies.
- Act as the primary interface with IRSG external auditors and coordinate the planning and execution of all required statutory audits.

(C) ACCOUNTABILITIES:

Ensures the implementation of operational and financial management strategies, focusing on the achievement of the following results:

- Advice to senior management on strategic financial resource management
- Authoritative interpretation of requirements for handling transactions, advice, and guidance concerning IRSG financial practices and rules
- Operational efficiency of the managerial or accounting aspects of the areas managed
- Continuous analysis and monitoring of the financial situation, presentation of forecasts for projects
- Full compliance of financial activities, the financial recording and reporting system, and audit follow-up with IRSG rules, regulations, policies, and strategies and IPSAS standards
- Implementation of effective internal control and the proper design and functioning of the financial resources management system.
- Proper planning, expenditure tracking, and audit of financial resources, including extra-budgetary income, in accordance with IRSG rules and regulations
- Financial resources management involves the planning, guiding, and controlling of the resources in accordance with IRSG rules and regulations.
- Contributing to the preparation and monitoring of budgets
- Establishment of the budget preparation and modification monitoring system, control of budgetary status versus authorized spending limits (ASL), and budget delivery levels

- Elaboration of the internal expenditures' control system, which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in the Enterprise system; Payrolls are duly prepared; travel claims and other entitlements are duly processed; receipting of goods and services and establishment of accruals are properly done.

(D) COMPETENCIES

Under the direct supervision of the Chief of Staff, the Finance Director plays the role of Head of Finance for IRSG and acts as an advisor to the Senior Management on all aspects of financial management and operations. This includes strategic financial resource management within IRSG rules and regulations. S/he leads the financial management operation, ensuring the financial integrity of IRSG programs and projects and the consistent delivery of efficient and effective financial management services to the IRSG Secretariat. responsible primarily for budget preparation and management, cash management, and Treasury functions, as well as control of accounts and payments. The incumbent provides solutions to a wide spectrum of complex financial management issues, maintains oversight over the financial management of projects, and promotes a collaborative, client-oriented approach.

(E) PERFORMS ANY OTHER DUTIES AND RESPONSIBILITIES ASSIGNED AS REQUIRED

Performing additional duties and responsibilities assigned by the Chief of Staff in conformance with the policy, standards, rules, and regulations of IRSG

(F) EDUCATION AND PROFESSIONAL EXPERIENCE

An advanced university degree **(minimum of a Master's degree and preferably a PhD) in** Finance, Accounting or equivalent certificate from a recognized University is mandatory. **Qualified Accountant (Chartered Accountant or equivalent) and Membership of a professional body such as the ACCA, ACA, etc. are mandatory.**

A minimum of seven years of progressively responsible experience in the area of finance, financial risk management, or any other comparable experience in a Big 4 (or equivalent) Accounting firm and in industry, preferably with multinational companies, is desirable.

Proficiency in the use of the following types of accounting software (general accounting software, payroll software, inventory management software, and invoicing software), with specific competence in two or more of the following accounting software: NetSuite, QuickBooks Online, Desktop Pro,Sage Intacct, FreshBooks, QB Enterprise, Xero, SAP Business One, Blackline, and Acumatica, among others is mandatory.

(G) OTHER MANDATORY AND DESIRABLE REQUIREMENTS

Ability to work in a multicultural environment is a must. ***Work experience in the United Nations, an international organization, an intergovernmental organization and/or government agency is desirable***. For the position advertised, fluency in English is required. Knowledge of French or another official United Nations language is an advantage.

HOW TO APPLY

Interested candidates from IRSG Member Countries (European Union, Singapore, India, Sri Lanka, Russia, Cote dIvoire, Nigeria, and Cameroon) should submit their resume by email to the address below with a motivation letter stating why they are suitable for the position, along with certified copies of degrees, diplomas and certificates including names and contact details (organization, phone number and e-mail address) of three referees not **later than April 24, 2023. Please, note that incomplete application will not be considered).**

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