

# Recruitment

World YMCA Director of  
Finance & Administration

May 2024

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**The World Alliance of YMCAs (World YMCA) seeks to fill the crucial role of Director of Finance and Administration.**

## About the worldwide YMCA Movement

YMCA's vision is a world where every person lives in harmony with self, with society and with creation. Its mission is to empower young people and communities worldwide to build a just, sustainable, equitable and inclusive world, where every person can thrive in body, mind and spirit. Its goal is to be the global youth empowerment organisation and partner of choice, and it operates in the four Pillars of Impact of its shared global strategy YMCA Vision 2030: Community Wellbeing, Meaningful Work, Sustainable Planet, and Just World. Founded in London in 1844, it has grown to reach over 60 million people a year across 120 countries. It has nearly 90,000 staff, some 920,000 volunteers and 12,000 branches worldwide.

## About World YMCA

The World Alliance of YMCAs (World YMCA) was founded in 1855. Based in Geneva, Switzerland since 1878, World YMCA represents and supports 120 national YMCA Movements and four YMCA Area Alliances across the globe (Africa, Asia Pacific, Europe, Latin America & Caribbean), and three Regions (Canada, USA, Middle East).

World YMCA's first task is to serve its member National Movements. It strengthens, informs and coordinates National YMCA Movements; it advocates globally on issues affecting young people; it represents YMCA at the global level and partners with key stakeholders, United Nations bodies, ecumenical bodies and other civil society organisations; and it coordinates YMCA global efforts and emergency response efforts.







## About the role:

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Reporting to the World YMCA Secretary General and serving as a key member of the Senior Leadership Team (SLT), the Director of Finance and Administration will oversee the management of the financial and human resources of the World YMCA.

Along with the Secretary General, the Director of Finance and Administration is responsible for fostering ethical and sound decision-making, using best corporate governance and business practices. This role is pivotal in managing the organisation's financial health, strategic planning, decision-making and administration, and overall leadership to support its global mission of empowering young people.

The Director of Finance and Administration also leads the relationships with some of the World YMCA Executive Committee (Board) sub-committees, specifically the Finance Committee and the Investment Committee. The position holder will also have an overview of the John R Mott Foundation, which owns the organisation's properties. World YMCA currently has an endowment fund of some CHF 17 million and an annual turnover of some CHF 2.5 million.

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## Purpose of the role

The Director of Finance and Administration provides comprehensive leadership and management across key support functions within World YMCA. This includes restructuring the Finance and Administration team (currently two support staff), leading and developing teams to effectively manage finances, people and culture, risk, compliance, properties.

Responsibilities encompass efficient financial management and reporting, strategic planning, investment oversight, HR functions, risk management, property oversight, and other organisational duties. Additionally, the role involves ensuring compliance with policies, fostering a positive team culture, and contributing to the organisation's mission and values.





# Key responsibilities





# 1. Leadership and Line Management

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- Lead and develop the Finance & Administration team to be effective partners delivering consistent, robust services in the management of the organisation's finances, people & culture and compliance and properties.
- Ensure the Finance & Administration Team is appropriately resourced and competent to deliver the agreed plan and achieve all critical deadlines on time.
- Set SMART annual objectives, motivate, develop/train, and review performance of direct reports in line with the organisation's values, policies, processes, and timelines.



## 2. Financial Accounting & Management

- ✔ **Strategic Financial Management (Budgeting and Forecasting):**
  - Lead and develop the implementation of a finance strategy that is aligned with the organisation's goals and objectives and supports the effective management of resources and robust decision-making.
  - Lead the annual budgeting and periodic forecasting process for the organisation, ensuring alignment to the organisation's operational plans and that they are completed within agreed timeframes (including approving the budget and creating the appropriate controls).
  - Lead on the development of the financial acumen of budget holders through constructive dialogue, regular support, and formal and informal training.
  - Introduce a multi-year budgeting process including developed financial modelling methods to enable longer term financial planning and provide assurance and visibility on the ongoing financial sustainability of the organisation.

- ✔ **Strategic Financial Reporting & Analysis:**
  - Ensure the timely production of regular, accurate financial reports that provide analysis and insight, ( e.g. dashboards, trends, scenario planning, future projections, KPIs etc..) and concise narrative to support decision making at the SLT and Executive Committee level.
  - Maintain an effective relationship with the funding team and support them with high-quality financial analysis, commercial insight, as well as constructive challenge to maximise income and deliver against targets whilst ensuring best value for money and return on investment.
  - Oversee and ensure compliance with financial reporting requirements for key institutional donors.

- ✔ **Financial Accounting Services:**
  - Ensure the delivery of effective financial accounting services on a day-to-day basis including the payment of supplier invoices, staff expenses, and effective credit card control.
  - Ensure the accurate processing and timely closure of monthly accounts to enable the timely release of the monthly management accounts in line with the month end timetable.
  - Ensure the effective management of the organisation's cash and liquidity through robust cash flow forecasting and monitoring.
  - Be the main point of contact for the organisation's bankers, ensuring updated bank mandates are maintained with appropriate access and authorisations for online banking.

- ✔ **Investment Management:**
  - Oversee the relationship with the organisation's investment advisers and monitor performance of the investment portfolio, ensuring compliance with the organisation's Investment Policy and that appropriate investment performance information, advice and recommendations are provided to the Investment Committee by our investment advisers.

- ✔ **Compliance and Risk Management:**
  - Ensure full compliance with the filing requirements and deadlines of tax authorities for VAT, LPP, AVS etc.
  - Ensure effective financial controls are in place by updating or developing a Financial Policy & Procedure Manual and ensuring compliance by all staff to these policies and procedures.
  - Maintain an up-to-date Risk Register to manage and mitigate financial risks.



## ✔ **Grant Management**

- Ensure compliance with all grant requirements, including financial reporting, performance metrics, and project outcomes.
- Prepare and submit regular reports to funders, detailing the project's progress and how funds are being used, to maintain transparency and accountability.

## ✔ **External Audit**

- Lead on the production of the year-end statutory accounts in accordance with Swiss GAAP FER and preparation of the audit schedule and supporting documents.
- Liaise with the auditors throughout the audit exercise to ensure it complies with Swiss Standards on Auditing (SA-CH), agreeing the audit plan, ensuring timely response to auditors' queries and request for information, and facilitating sign off of annual accounts.
- Manage the periodic appointment of new external auditors and establish a working relationship with them once appointed.





### 3. People & Culture (HR)

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- Organise and oversee all aspects of people management, ensuring best practice policies are in place and applied effectively to high standards, including staff recruitment, induction, performance management, training and development, staff recognition, staff feedback, staff benefits, staff welfare and well-being, safeguarding and inclusion.
- Ensure efficient and accurate monthly payroll records and payments. Coordinate with the Secretary General on any salary increases, reviews, cost of living allowance (COLA) and Committee approvals.
- Ensure that (a) pension scheme/s is/are provided in line with legal requirements and (b) that all payments and staff deductions are processed in a timely manner, as well as proactively exploring advantageous pension benefits for staff.
- Oversee and apply safeguarding requirements and developments for all staff.
- Champion and implement the equality, diversity and inclusion policy and work to ensure that best practice, learning and any required change is embedded in the organisational operations and culture.
- Monitor any Swiss or international guidance and advice in relation to travel safety in Switzerland and abroad, ensuring that staff are covered by relevant insurances, take any required travel precautions and preparations, and follow any statutory guidance.





## 5. Property management

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Oversee the effective management of the organisation's owned properties by the J R Mott Foundation and the Building Manager, ensuring robust lease management, optimal space utilization, security and access control, tracking financial performance, timely facilities maintenance and fit-outs, as well compliance with all regulatory standards and requirements (i.e. safety and compliance, environmental sustainability, disaster preparedness and recovery).





## 6. Other responsibilities

- ✔ Undertake any other reasonable duties consistent with the responsibilities of the post as requested by the Secretary-General.
- ✔ Demonstrate commitment to the organisation's mission, vision, values and policies and contribute actively to the building of a positive and inclusive team culture.
- ✔ Undertake travel in Switzerland or overseas if required.

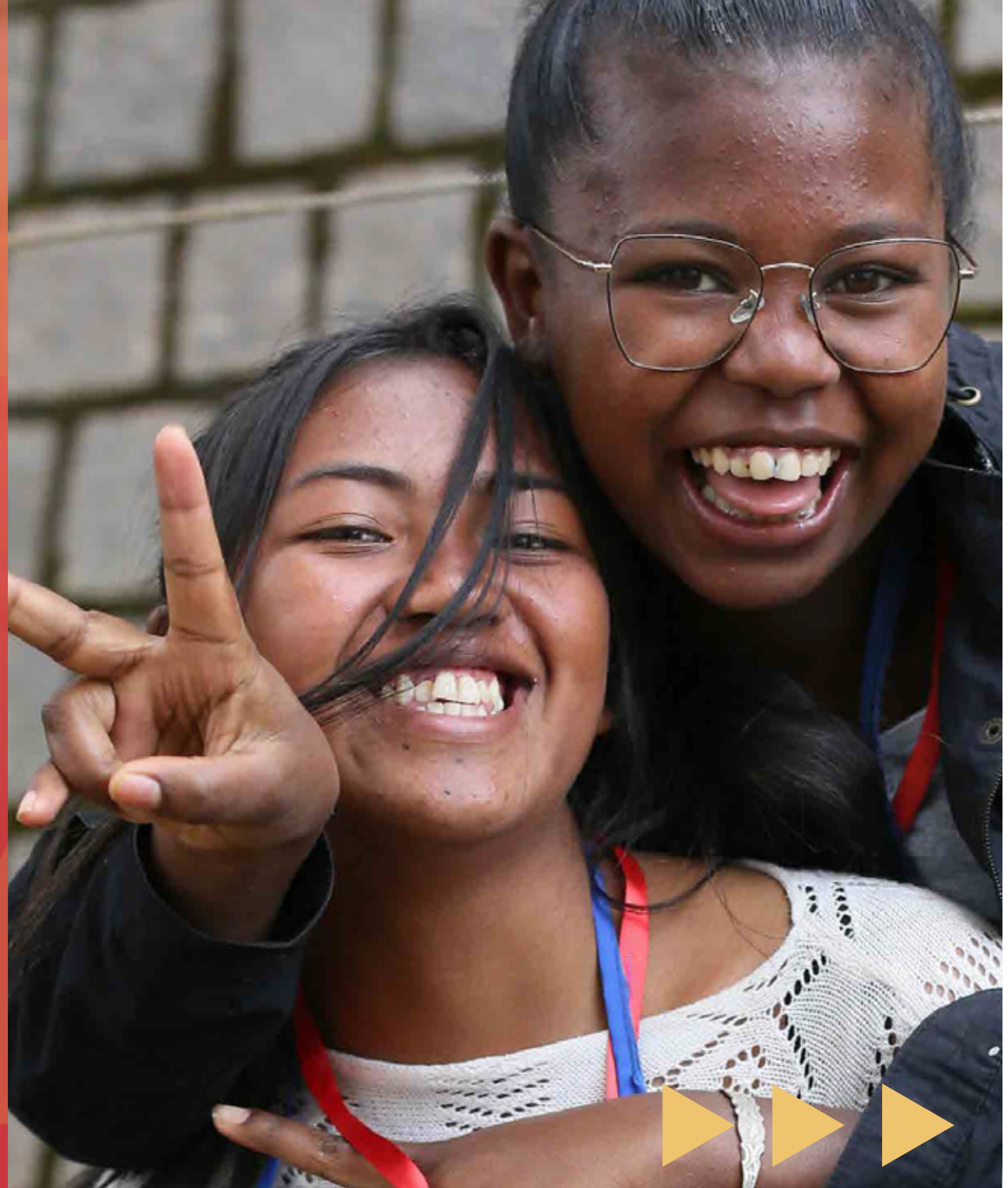




## 7. Knowledge, skills & abilities

World YMCA seeks an exceptional candidate who:

- is a qualified Chartered Accountant (ACCA, CPA, CIMA or equivalent)
- offers a minimum of 10 years of demonstrated senior level audit or financial management experience
- has excellent financial, communication, analytical and influencing skills
- is at ease with the Christian ethos of the organisation and its expression in inclusiveness.



## 8. Conditions

The post-holder will receive a competitive salary commensurate with experience, payable in their country of residence and under its tax laws.

The post-holder will ideally work in the World YMCA offices in Geneva, Switzerland. In exceptional circumstances a candidate within 2-3 hours' travel from Geneva would be considered, with expected attendance in Geneva whenever necessary.

## 9. Application procedure

Applicants should send a cover letter and full CV to [HR@ymca.int](mailto:HR@ymca.int) by 31 May 2024.

Interviews will be held online and in-person if necessary, in Geneva during the month of June 2024.

It is hoped that an appointment will be made in July 2024, and that the appointee will take up office in September 2024.

A handover period with the current Director of Finance and Administration will be arranged both before and as suitable after the appointment.

Thank you for your interest, and we look forward to hearing from you!





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