



International Council of Nurses Job Description

1. General

Position title	Director, Finance and Administration
Currently occupied by	--
Start date	Early 2020
Type of contract	Permanent
FTE %	100%
Reports to	Chief Executive Officer
Management Supervision	Accountant / Governance Officer / All administration and outsourced services
Travel requirement	Board meetings
Location	Geneva

Summary description of the position

This is a senior management role with oversight and responsibility for three main functions: Finance; Administration; and Governance aimed at significantly further increasing ICN's impact with our National Nurses Associations, the 20 million nurses they represent and other strategic partners.

In close collaboration with the CEO and as part of the Senior Management Team, the Director of Finance and Administration will drive the ICN's new strategy, related to Administration, Finance and Governance activities, as well as Legal, IT and outsourced services.

S/he provides leadership for the Administration, Finance and Governance teams in order to meet the priorities set by the ICN Board and Senior Management.

S/he sustains and builds on the ICN's reputation for delivering on quality, reliability and Board satisfaction.

The Director of Finance and Administration:

- Works closely with the CEO and rest of the Management Team to enhance the organisation's profile and reputation and promotes the public status and appreciation of nursing internationally
- Is responsible for the implementation of strategic planning activities related to Administration, Finance and Governance
- Manages all administration and business services for ICN. Oversees production, analysis and update of all financial, accounting and related administrative data. Ensures the timely preparation and writing of all financial statements and reports, subject to applicable regulations
- Drafts and monitors budgets and bookkeeping records of ICN. Manages closing of accounts for an efficient audit and liaises with external auditors
- Provides financial support to Board, Management Team and all ICN departments
- Manages all Governance business services for ICN
- Supports the Board, Committees and Foundation through planning, execution, monitoring and follow-up activities
- Manages Foundations: FNIF and ICNF on the Finance and administrative related matters
- Is the onsite reference point for staff

ICN • CIE • CII

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Integrity and trust	Demonstrates professionalism and adheres to the Standards of Integrity and Conduct. Provides accurate and impartial advice. Acknowledges mistakes and learns from them.
Drive for results	Can be counted on to achieve results. Sets high standards and pushes self and others to perform.
Customer focus	Establishes and maintains effective internal and external relationships. Is dedicated to listening to understanding and recognising the needs of others. Acts with the members and customers in mind.
Priority setting	Supports the ICN's shared purpose and vision. Uses logic to determine what is important and ensures their time and the time of others is spent on this.
Problem solving	Explores all sources of information. Sees hidden problems and completes adequate analysis. Looks beyond the obvious and doesn't stop at first answers.

2. Position requirements

Leadership	<ul style="list-style-type: none"> • Demonstrated extensive senior leadership experience and management capabilities in Administration, Finance and Governance • Experience in leading change and transformation • Demonstrated ability to work both as part of a team and autonomously • Demonstrated autonomous report writing ability in English • Able to deliver messages accurately and appropriately to various audiences, high level presentation skills
Qualifications	<ul style="list-style-type: none"> • Professional diploma or related university studies in Economics, Business Studies or related fields • Relevant and proven financial and management qualifications are required • Experience of a membership organisation and professional governance qualifications in an international health organisation are highly desirable • French and English mandatory

3. Specific Competencies

Visionary and strategic leadership	<ul style="list-style-type: none"> • Overall leadership and strategic planning of ICN Administration, Finance and Governance in close collaboration with CEO and Management Team • Leadership of personnel dedicated to the Administration, Finance and Governance department in order to attain the organisational goals and outcomes, while promoting high functioning individual and team performance • Promotes the image of nursing and of ICN's vision, mission, values and policies
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Management of business services	<ul style="list-style-type: none"> • Advising the CEO on ICN investments, business practices and financial health of the organisation • Managing ICN's financial activities, its organisation structure, resources and operating systems to ensure its best performance • Efficient financial and administrative activities in accordance with progressive and professional practices, geared towards the organisation's requirements and activities • Maintaining proper accounts, systems and records to reflect the operational performance and financial status of ICN • Implementing financial policy, procedures and systems in line with ICN guidelines and statutory requirement • Ensuring compliance with accounting principles and with ICN's organisation policies and procedures • Investing short- and long-term funds in agreement with Board's vision • Managing accounting for Florence Nightingale International Foundation, the International Council of Nurses Foundation and other special funds • Managing accounting and financial reporting in relations to the funding agencies collaborating with ICN
Control of operational costs and performance	<ul style="list-style-type: none"> • Coordinating, preparing and managing operating budgets and forecasts in accordance with agreed financial targets: <ul style="list-style-type: none"> ○ Drafting budgets in accordance with ICN objectives ○ Ensuring timely coordination of budget reports ○ Monitoring expenses • Analysing and presenting operational results to the CEO on a monthly basis
Governance	<ol style="list-style-type: none"> 1. Assists with implementation of strategic plan activities in concert with Board, CEO and other executive staff 2. Assists with planning of ICN events, in particular all those involving the Board 3. Supports the Board, its Committees and Foundations through planning, execution, monitoring, and follow up of activities that support effective governance including but not limited to: <ul style="list-style-type: none"> • Ensure that all Board and Board committee meetings are planned and conducted in line with the ICN Constitution and organisational policies including: <ul style="list-style-type: none"> ○ Oversee drafting of minutes to the satisfaction of the President or Chairs of Committees ○ Track the progress of decisions and resolutions ○ Oversee distribution of the agenda ○ Ensuring that all motions are considered and managed appropriately

	<ul style="list-style-type: none"> • Provides staff support for current and new committees that ensure functioning of ICN business: <ul style="list-style-type: none"> ○ Executive Committee ○ Conference and Congress Committee ○ Membership Committee ○ Awards Committee ○ Constitution Committee, and ○ Nominating Committee • Oversees executive support to ICNF and Florence Nightingale Foundation (FNIF) • Reviews governance policies and revises when necessary • Provides advice to the Board, the CEO and the Committees to ensure compliance with the Governance Policies, the Constitution and the CNR decisions • Recommends board development activities to help board members provide strategic governance • Responsible for the organisation of the CNR meeting in line with the ICN Constitution and organisational policies: <ul style="list-style-type: none"> ○ Supporting the President and CEO through planning of the order of proceedings ○ Distributing the agenda ○ Ensuring that all motions are considered and managed appropriately ○ Ensuring enough staff support for the meeting and assigning roles ○ Ensuring allocation of votes according to policy and overseeing voting processes, and ○ Ensuring adequate room, equipment and translation services
Analysis	<ul style="list-style-type: none"> • Strong analytical and organisational abilities • Solution oriented
Project Management	<ul style="list-style-type: none"> • Excellent knowledge and proven experience of project management principles and application. This includes managing a project from inception to establishment and execution • Designs and develops strategies and frameworks for global application on key areas as identified in work plan • Sense of initiative
Communication	<ul style="list-style-type: none"> • Superior written and oral communication skills • Excellent report writing skills • Ability to deliver messaging accurately and appropriately to diverse audiences
Risk management	<ul style="list-style-type: none"> • Ability to identify areas of risks and to manage them as per ICN's principles
Professional Frameworks, Legislation and regulation	<ul style="list-style-type: none"> • Ability to understand and apply nursing, health legislation and regulation standards

Technical learning	<ul style="list-style-type: none"> Capacity to pick up on technical issues quickly; learn new skills; familiarise themselves with advancements in digital solutions; and facilitate training sessions
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4. Responsibilities and tasks

Key responsibilities	Tasks
Overall Services	<p>Effective reporting of operational costs and financial performance of the ICN</p> <ul style="list-style-type: none"> Preparing financial reports for the ICN budget Drafting and monitoring the budget of ICN and related Foundations in collaboration with the Chief Executive Officer <p>Efficient maintenance of ICN and related foundations bookkeeping accounts</p> <ul style="list-style-type: none"> Supervising the accounting clerk: monitor bookkeeping records, training and coaching of accounting clerk Maintaining cash flow records to ensure appropriate investment <p>Planning and Finance Committee (PFC), Board of directors and CNR support</p> <ul style="list-style-type: none"> Preparing financial documents, contributing to developing the agenda, attending and monitoring the Planning and Finance Committee (PFC), Board of directors and CNR meetings <p>GCEF</p> <ul style="list-style-type: none"> Project coordination, contacting stakeholders for financial related queries, reminders for other relevant documents <p>Membership Dues – Invoices, reminders and reports</p> <ul style="list-style-type: none"> Responsible for timely invoicing for membership dues Regularly reporting current status on dues paid including reporting requirements of the Board and Executive Committee Work with the membership team to communicate with National Nurses Associations regarding invoices and reminders
Legal	<ul style="list-style-type: none"> Reviews, manages and maintains the risk management framework, policies and guidelines of the ICN, making recommendations where necessary Assesses, prioritises and provides structured actions to mitigate organisation-wide identified risks Manages a compliance management system (CSM) for the ICN Identifies and assesses the relevant legal obligations of the ICN and creates a strategy to ensure compliance obligations are fulfilled Takes corrective steps to update the CSM as deemed necessary Conduct systematic auditing, if appropriate, to establish whether risk and compliance implementation procedures and learning outcomes have been fulfilled Identifies and brief external counsel and/or advisors as appropriate and with agreement with the CEO. Initiates and rolls out an internal policies development initiative

	<ul style="list-style-type: none"> As requested, provides recommendations to the Executive Management on risk mitigation, compliance matters and business ethics
Administration and Human Resources	<ul style="list-style-type: none"> Oversees all the matters and fields of Office Management, General Services and Human Resources Ensures and oversees adequate support to the CEO in management of all administration and HR services for ICN
IT	<ul style="list-style-type: none"> Oversees all the matters and fields of IT Ensures and oversees adequate support to the CEO in management all IT services for ICN
Other duties	Any other duties reasonably delegated by CEO

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

- Performance through vision:
 - Focuses strategically – Understands the organisational objectives and aligns operational activities of work accordingly
 - Adapts to change with agility – Steers and implements change and deals with uncertainty
 - Shows judgement, intelligence and common sense – Applies intellect and knowledge to weigh up complex information and identify critical factors and issues
- Performance through results:
 - Manages team performance – builds team capability and responsiveness by focusing on activities that support organisational sustainability – nurtures & develops people
 - Establishes and uses systems to drive and build team performance
 - Steers and implements change and deals with uncertainty in a team environment – Oversees the implementation of multiple change initiatives with a focus on the desired outcomes
 - Ensures closure and delivers on intended results – Drives a culture of achievement
- Performance through accountability:
 - Models professional and ethical behaviour – Acts as a positive role model with integrity and professionalism
 - Displays courage in the provision of advice and decision making – Engages with risk and shows personal courage
 - Applies sound corporate governance – commits to achieving key outcomes for the organisation
 - Commits to personal development – Demonstrates self-awareness and creates a genuine and authentic style of leadership.