



Research. Innovation. Sustainability.

*Future Earth is a global research network developing knowledge to tackle the biggest challenges of our time – climate change and sustainability. Our mission is to advance research to support transformations to global sustainability. Future Earth global research programmes address Earth system science, governance and more; convening scholars across natural, social, and human sciences from across the world. The secretariat is composed of 8 Global Hubs in Canada, China, France, Japan, South Asia, Sweden, Taipei and the US. This position is based at the Future Earth Swedish Global Hub.*

## HEAD OF FINANCE AND ADMINISTRATION

*Future Earth is looking to fill a key role at its global hub located at the Royal Swedish Academy of Sciences in Stockholm.*

Are you the person we are looking for to join our international team at Future Earth?

You have a solid financial background and ability to lead the finance and administration team with passion. Your strong analytical skills and good understanding of the financial management of international projects, will guide financial decision in the management team. This broad role requires you to have a genuine interest in leadership and both strategic and operational work. You are solutions-oriented and a team player.

### Responsibilities

- To lead, develop and report the hub's budget, estimated costs and forecast.
- Financial planning and capital management.
- To operate and develop systems, processes and digital routines within the administrative function.
- Resource mobilization, project funding and reporting within the foundation.
- Responsible for legal agreements with external partners, with content in Swedish and English.
- Personnel manager for the finance and administration team.
- Internal responsibility for the finance system.
- Report financial statements to the board and as a member of the management team.
- Represent finance of the global hub within the global secretariat and at external meetings.
- Reports to external parties, contact to the auditor, tax agency and others authorities, responsible for external financial review of projects.

### Qualifications

- Degree in finance/business administration or equivalent.
- Solid work experience from finance, administration and Swedish accounting.
- Leadership skills including proven experience in an international environment.
- Excellent presentation and communication skills and fluency in Swedish and English.
- A broad knowledge of finance and administration from private or public organisations.
- Experience from a finance role preferably in an academic environment, foundations or non-profit organisations.

## **Position**

Permanent and fulltime employment, start date as soon as possible in 2022.

You will report to the Global Hub Director, Sweden. Collective agreement with Fremia.

International travel, and willingness to lead and participate in international virtual meetings, some outside of normal working hours, are required for this position.

This position is based at the Swedish global hub of Future Earth (Stiftelsen Future Earth Sverige) c/o Royal Swedish Academy of Sciences, Stockholm. Close to public transport, local buses, and underground.

## **Application**

Please, submit your CV with a cover letter in English. Send your application by email with "Head of Finance and Administration" in the subject line. Applications will be considered on an on-going basis at the latest by 23 January 2022.

Send your application to: [marie.edlund@optimalanalys.com](mailto:marie.edlund@optimalanalys.com)

Contact information: Marie Edlund, HR Consultant +46 (0)704756053.

Read more [www.futureearth.org](http://www.futureearth.org)

*We follow the rules of GDPR. The recruitment process is based on competence, equality and non-discrimination policy.*

*Sales calls or contact regarding other recruiting and manning solutions will be declined.*

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## HEAD OF FINANCE AND ADMINISTRATION

*Future Earth söker nu en viktig nyckelroll på kansliet i Stockholm.*

*Är du den vi söker till vårt internationella team på Future Earth?*

*Du har gedigen ekonomisk bakgrund och förmåga att leda vårt ekonomi- och administrativa team med passion. Din analytiska förmåga och erfarenhet från ekonomisk styrning av internationella projekt, bidrar till vägledning och ekonomiska beslut i ledningsgruppen. Den breda rollen innebär att du har ett genuint intresse för ledarskap samt både operativt och strategiskt arbete. Du är lösningorienterad och en lagspelare.*

### Huvudsakliga arbetsuppgifter

- Leda och utveckla verksamhetens budget-, uppföljnings- och prognosarbete
- Finansiell planering och kapitalförsörjning.
- Driva strategisk system-, process-, rutinutveckling och utveckla digitala arbetssätt i den lokala funktionen.
- Resursmobilisering och projektfinansiering.
- Erfarenhet av projektrapportering och redovisning i stiftelser.
- Ansvarig för avtal och innehåll (svenska och engelska) med externa parter både nationellt och internationellt.
- Personalansvar för ekonomi- och administrativa funktionen.
- Ansvarig internt för administrativa system.
- Styrelse- och ledningsgrupparbete.
- Rapportering i stiftelsen och till externa parter, finansiärer och globalt inom organisationen.
- Kontakt med revisorer och myndigheter och ansvar för finansiell granskning av verksamhetens egna projekt.

### Kvalifikationer

- Erfarenhet från icke-vinstdrivande organisationer och stiftelse.
- Internationellt arbete.
- Utbildningsnivå fil. kand./masterexamen inom ekonomi eller motsvarande.

Tjänsten är tillsvidareanställning på heltid, med tillträde omgående. Resor och internationella möten kan ingå i tjänsten. Du rapporterar till Global Hub Director. Arbetsplatsen är på Future Earths globala sekretariat i Stockholm i Kungliga Vetenskapsakademiens lokaler i Frescati, nära till buss och T-bana, Brunnsviken och Bergianska trädgården.

Ansökan

Vi ser fram emot din ansökan och CV, mejla till rekryteringsansvarig, Marie Edlund, HR konsult.

E-post: [marie.edlund@optimalanalys.com](mailto:marie.edlund@optimalanalys.com) Telefon: 0704756053

Intervjuer och urval sker löpande och sista ansökningstid är den 23 januari 2021.

*Vi följer GDPR regler och har en jämställd och icke diskriminerande rekryteringsprocess som är kompetensbaserad.*

*Säljsamtal angående rekrytering- och bemanningslösningar undanbedes.*