# The Dag Hammarskjöld Foundation seeks an experienced and enthusiastic professional to join its Secretariat.

# We are now recruiting a Finance Manager

## About the organisation

The Dag Hammarskjöld Foundation was established in 1962 in memory of the second Secretary-General of the UN. Our mission is to catalyse dialogue and action for a socially and economically just, environmentally sustainable, democratic and peaceful world. In the spirit of Dag Hammarskjöld we aim to generate new perspectives and ideas on global development and multilateral cooperation. The Foundation currently operates in five programme areas; UN Development System Renewal, Building Peace, Agenda 2030, Global Disorders and Hammarskjöld’s Legacy. The Foundation is based in Uppsala and has a liaison office in New York. The working language is English. For more information about the Foundation: [www.daghammarskjold.se](http://www.daghammarskjold.se).

Dag Hammarskjöld Foundation is a value-based organisation, its employees should share its vision and ideal and understand what it means to work in and represent Hammarskjöld’s legacy in an international context.

# About the Finance Manager position:

## Duties

Responsibilities include:

* **Financial planning**: Formulating strategic and long-term financial business plans and budgets; developing approaches for fundraising; keeping abreast of changes in financial regulations and legislation.
* **Financial control**: Collection and preparation of accounts; providing and interpreting financial information; maintain and develop financial accounting, monitoring and reporting systems; liaising with auditor.
* **Programme support:** Provide financial support and expertise to Programme Managers.

## Education

Graduate degree in financial management (e.g. MBA, Master in Public Administration or equivalent).

## Work experience

At least 10 years of professional working experience, whereof a minimum of 5 years of working within finance control/planning, having the overall responsibility of the process, including key figures, accounting and writing financial reports. Work experience from other NGOs, public administration and an international environment is a merit.

## Technical skills

Excellent knowledge working with Microsoft Office (Word, Excel, Outlook), as well as financial systems such as Visma.

## Language skills

Excellent language skills in Swedish and English, oral and written.

## Personal characteristics

Structured with a clear eye for details, follows procedures and policies, analytical, strategic, empathetic and cooperative.

The Finance Manager reports to the Executive Director. This is a permanent position with a probation period of 6 months. The position requires daily work at the Foundation’s headquarters in Uppsala.

## Recruitment Process

In this recruitment we cooperate with Gulliksen Consulting. Therefore, all applications shall be sent to [anna@gulliksenconsulting.se](mailto:anna@gulliksenconsulting.se) no later than **9 september 2016**. The application shall include a short letter of interest and a Curriculum Vitae (indicating references) in English.

The position shall be filled during the autumn of 2016.

All inquiries concerning the position shall be directed to Anna Gulliksen: e-mail: [anna@gulliksenconsulting.se](mailto:anna@gulliksenconsulting.se), mobile: 070-3350420.

