

## **Job Description**

<b>Job Title:</b>	<b>Global, Head of Operations (Finance, Administration, and IT)</b>
<b>Team:</b>	Support Services
<b>Location</b>	PSI Head Office - Ferney-Voltaire (France) Or Geneva (for those with the current right to work in Geneva)
<b>Report to:</b>	General Secretary
<b>Responsible for:</b>	Finance team, administration team and IT support
<b>Internal Relationships:</b>	Union Development Department, Senior Management Team, (sub) Regional Offices, Global People Manager, Auditors, External contractors

### **Overall responsibilities:**

The position is responsible for ensuring that the administration, finance and information management functions and systems of PSI global operations support the achievement of PSI's political objectives.

The position manages PSI's global administrative, finance and technical functions. This includes accounting, auditing, procurement, IT, facilities, legal compliance and general services at head office, and co-ordinates these functions with the regional offices. The position is responsible for strategic planning in these areas, provision of high-level advice to the management team and driving a culture of continuous improvement.

### **Key responsibilities**

#### **Administrative, Legal and General Services**

- Lead and manage the administrative, legal, and general services of PSI including supervision of the General Services Team.
- Oversee management of membership database and payment of affiliation fees.
- Prepare membership documentation for Executive Board decisions (new affiliations, withdrawals, reductions, exemptions etc.).
- Establish, manage, and monitor procurement procedures and contracts.
- Ensure the establishment, monitoring, maintenance, and closure of legal entities in countries of operations and oversee local facilities and operational aspects of these offices.
- Monitor PSI's assets and investments and act as Secretary to the Board of Trustees.

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Public Services International is a Global Union Federation of more than 700 trade unions representing 30 million workers in 154 countries. We bring their voices to the UN, ILO, WHO and other regional and global organisations. We defend trade union and workers' rights and fight for universal access to quality public services. PSI complies with European Union privacy legislation. Please refer to our [privacy policy](#) or contact [privacy@world-psi.org](mailto:privacy@world-psi.org), if you want to view, update or delete any of your contact details. Subscribe to our [mailing lists](#)

- Ensure operational and administrative support for meetings of global governance bodies (including Congress, Executive Board and Steering Committee).
- Maintain accurate records of governance bodies, their legal status and composition, liaise with regions, and advise of upcoming vacancies on governing bodies.
- Establish and maintain internal control and risk management systems.

### **Information Technology and Record Management**

- Oversee the provision of globally integrated information technology systems, information management, finance and accounting systems, document retention and security of these systems and PSI data.

### **Finance and Audit**

- Prepare the annual budget and finance reports.
- Review monthly reports, monitor overall financial position, alert management to risks and provide timely and accurate advice to assist financial decision making.
- Plan and co-ordinate the preparation and execution of the global audit.
- Supervise the external contractor responsible for preparing the global audit, annual budget and financial reports and ensure they receive the necessary financial and accounting information.
- Plan, co-ordinate and assist local and (sub) regional office audits to ensure compliance with policies and procedures, proper budgeting, handling of funds, financial records and financial reporting.
- Oversee the preparation and execution of the project audits at the head office and local and (sub) regional offices.
- Review and implement finance and accounting policies, procedures and practices to ensure efficiency, quality control and probity.
- Ensure technical assistance and training is provided to relevant PSI staff.
- Support budget holders, and relevant staff, to properly manage program funds across the cycle of projects and grants management activities.
- Liaise with the Union Development department to ensure the internal finance systems meet donors financial and reporting requirements.

### **Requirements**

- More than 10 years' experience in finance and administration management within a membership-based organisation, trade union, NGO or equivalent.
- Excellent organisational skills including ability to manage competing priorities.
- Experience with the implementation and management of financial systems – preferably in France, or Switzerland.
- Experience managing the IT function at strategic level.
- Good communication skills, both written and oral, strong facilitation skills and strong analytical skills.
- Proven management skills and ability to work as part of a team within an organisation.
- Understand the role and values of trade unions and civil society organisations in an international context.
- Ability to constructively liaise with multiple internal and external partners including in a complex political environment.

- Experience providing advice to senior management on operational matters and the effective implementation of change in the organisation.
- Strong working level English and French. Spanish is an advantage.