Chief Operating Officer: Competitive salary plus benefits

UK /Remote /International travel

The Role

Are you a leader who enjoys working with colleagues to shape and implement growth strategy, enhance operating processes with excellent business and commercial skills and the ability to build successful teams to achieve organisational goals? If so, we are looking for you!

Due to global business expansion, FIDIC wishes to strengthen its commercial and operational capabilities under the direction of a newly created Chief Operating Officer position.

The Chief Operating Officer will have primary responsibility for all conference and event programmes and secondary responsibility for the financial performance across the FIDIC Group reporting to the CEO on key deliverables.

This is a full-time, permanent position with a flexible work schedule and the option to work from home. You will work within a time zone consistency of (GMT +1), with our headquarters in Geneva, Switzerland. Occasional travel will be required.

Key Responsibilities:

The key responsibilities of a Chief Operating Officer include, but are not limited to:

- Responsible for the planning and implementation of all finance and commercial activities across the FIDIC Group.
- Responsible for the planning, delivery and financial control of all conference and events programme activities.
- Provide support and report directly to the Chief Executive.
- Responsible for budget planning / control and interface with Chief Executive, Finance Committee and Senior Management Team.
- Advise the Chief Executive and the Senior Management Team on budgeting control and the financial aspects of the FIDIC business plan.
- Prepare annual account reports, working in collaboration with external auditors.
- Responsible for monthly management accounts and reporting.
- Responsible for and coordinate subscription billings and payment collection in relation to FIDIC members and affiliates with FIDIC’s membership team.
- Oversee the entire cost management accounts including account payable, account receivable and bank reconciliation.
- Responsible for VAT and financial compliance matters.
- Responsible for cash flow and fixed deposit management.
- Manage purchase ledger, credit control and general financial entry into the enterprise system.
- Oversee the management of the sales ledgers and cash collection on all FIDIC activities.
- Responsible for salary and payroll, pension, insurance, and employment records.
- Oversee the maintenance of good accounting filing systems both hard copy and electronic records.

The Company

FIDIC is the umbrella body representing the business interest of the global consulting engineering industry. Its membership consisted of over 100 Membership Association (MAs) countries with
Membership, representing over 1.1 million professionally qualified engineering and consultancy professionals.

**The Person**

The key skills and qualities of a Chief Operating Officer are:

- Business, management, finance, engineering, conference or relevant qualification.
- At least 7 years’ experience of working in a similar commercial, finance or conference business operational management role.
- Experience or knowledge of the professional services and construction industry would be beneficial but not essential.
- Skilled in financial and data analysis and general accounting.
- Excellent leadership and organisational skills
- Good interpersonal and communication skills (including strong written English and possibly French) and the ability to work effectively with a wide range of operational staff.
- Excellent analytical skills and the ability to support the Senior Management Team in the planning and implementation of the budgeting system.
- Ability to develop and present financial data to the Senior Management Team, the Finance Committee and Board members.
- Strategic planning and business development experience.
- Experience in budgeting and sales.
- Ability to organise, prioritise and schedule work assignments.
- Strong people, project management and team building skills.
- Ability to develop and operate an effective operational management system.
- Advanced working and operational knowledge of accounting software such as Excel, Sage Line 50, Enterprise System.
- Excellent IT skills including the use of Microsoft packages and CRM systems.

If you are keen on joining this exciting, forward-thinking company and taking the next step in your career, then please apply now with a two-page cover letter, and CV setting out how your capabilities match the role.

All application must be addressed to FIDIC CEO and emailed to Ulrike Schiefer on uschiefer@fidic.org by closing date: **Friday, 28 April 2023**.