

International Association of Insurance Supervisors

CAREER OPPORTUNITIES WITH THE IAIS – FINANCE OFFICER

The International Association of Insurance Supervisors (IAIS) is the global standard setting body for insurance supervision. Our mission is to promote effective and globally consistent supervision of the insurance industry for the benefit and protection of policyholders and to contribute to global financial stability.

We are currently looking for a high performing professional to join the Secretariat in the role of Finance Officer, with a focus on handling the financial operations of the IAIS and providing support to the IAIS Budget Committee.

JOB DESCRIPTION

The Finance Officer will work as part of the Operations Team. In this role, the successful applicant will support the internal financial operations, which includes the following primary responsibilities:

- Process IAIS financial transactions including updating IAIS financial accounts, as necessary.
- Prepare reports for the IAIS Management and supporting documents for the IAIS Budget Committee.
- Prepare draft annual financial statements in accordance with the Swiss Code of Obligations and Swiss GAAP FER.
- Prepare documents for annual audit and liaise with external auditors.
- Contribute to preparation of the annual IAIS Budget.
- Contribute to the preparation of the five-year Financial Outlook.
- Process IAIS Membership Fees.
- Perform any other relevant work as assigned or delegated.

The general duties of the Finance Officer may also include the following:

- Support both the Senior Policy Advisor: Accounting and Finance in his/her budget/finance work and Senior Management Team, as necessary.
- Prepare reports and documents on a variety of budget-related issues.

JOB REQUIREMENTS

The following are minimum requirements for all applicants:

- Professional designation in accounting (eg CA, CPA, CMA, CFA).
- Enthusiasm, drive and energy to achieve agreed objectives in a structured and transparent manner.
- Capacity to work well in time-constrained and/or information-constrained circumstances.
- Ability to communicate complex concepts in a simple and clear manner.
- Ability to work constructively with colleagues from a wide variety of backgrounds and nationalities.
- Excellent organisation and time management skills, accuracy, speed and attention to detail
- Ability to produce high-quality work under time constraints.
- Excellent verbal and written communication in English.

Desirable experience including (but not limited to):

- In-depth experience of project management.

- Skills in at least one of the other two official IAIS languages (French, Spanish).

The position is based in Basel, Switzerland. Attractive employment conditions will be offered. The salary is free of Swiss income tax and a relocation package will be offered to the successful candidate (where applicable). The contract term is for three years with possibility of extension.

To apply, please click [here](#).

Questions? Please send a message to IAIS.Recruitment@bis.org.

Closing date for completed applications: **30 May 2022, end of day.**