

## **Vacancy: Head of Finance**

The World Institute for Nuclear Security (WINS) has a vacancy for the Head of Finance to work in our offices in Vienna, Austria. The full-time permanent position is available immediately (the current post holder will leave WINS at the end of August). Fluency in English (spoken and written) is required for the position and applicants must be a Certified Public Accountant. Previous experience as a Financial and Resource Planning Analyst would be an advantage.

The Head of Finance is responsible for the efficient and effective management of the accounting systems and financial controls within WINS, for resource management projections, grant management, and liaison with external stakeholders on all financial and audit arrangements. Our management systems are certified to ISO 9001:2015. As a member of the senior management team, the Head of Finance is also expected to contribute to our strategy and business development, including risk management. A Financial Project Controller supports the position. The finance systems use FileMaker with which the applicant must be proficient on taking up the position.

We are looking for a candidate who is an exceptional team player and wants to work proactively for a small (12 international staff), dynamic non-profit NGO that places quality, effectiveness and service at the core of our work. The successful candidate will know how to present financial and resource planning information in a way that supports project management in a timely, reliable and visually stimulating way. Our annual operating budget is approximately 3million euros and we are funded by governments, foundations, and corporate donations. Further information about WINS can be found at [www.wins.org](http://www.wins.org)

### **Salary and Benefits**

The salary is negotiable but we anticipate a NET salary (after taxation and other deductions) in the range 50-65k Euros will be available for the right candidate, subject to their experience, competence and service-orientated attitude. WINS offices are centrally located in Vienna and we offer flexible-working arrangements based on an average 42-hour working week. Reasonable relocation expenses will be met. WINS offers a progressive policy for professional development.

### **Apply**

Please forward a brief covering letter, CV in English, evidence of qualifications and references to: [info@wins.org](mailto:info@wins.org) with the following reference in the subject field: WINS Head of Finance/Your Name.

The closing date for applications is the 13<sup>th</sup> July and interviews will be held for shortlisted candidates on the 23<sup>rd</sup>/24<sup>th</sup> July.