Finance Officer – Reports and Analytics (IFC4)

Job #: 171521  
Department / Division: Reports and Analytics (CBARA)  
Grade: GG/GG  
Appointment Type: Term (Duration: 3 Years)  
Language Preferences: English [Essential]  
Location: Washington, DC  
Appointment: International Hire

Background / General description:

IFC, a member of the World Bank Group, is the largest global development institution focused on the private sector in emerging markets. Working with more than 2,000 businesses worldwide, we use our capital, expertise, and influence to create markets and opportunities in the toughest areas of the world. In FY17, we delivered a record $19.3 billion in long-term financing for developing countries, leveraging the power of the private sector to help end poverty and boost shared prosperity. For more information, visit www.ifc.org

The Budget and Business Administration Department (CBA) comprises under one umbrella the IFC Management Secretariat, Reporting & Analytics (CBARA), Finance & Strategic Partnerships and Facility & Administration functions. Aligning IFC’s strategy and resource management capabilities and deliverables while supporting IFC’s financial sustainability mandate is imperative for our strategic engagements and Client delivery.

CBARA is seeking to fill a Finance Officer position to contribute to the Reporting & Analytics work program of the Department which includes the delivery of key products such as the IFC Scorecard, the Quarterly Business Review to the Board (QBR), Monthly Operations Report, as well as other key strategic analysis to the IFC Management Team and the Board of Directors. The position will provide a unique opportunity for the person to lead and mentor junior staff while at the same time, gain an overview of IFC’s strategy and business operation and interact with a wide range of people across the WBG. The position will report directly to the Head of the Reporting & Analytics unit.

Duties and Accountabilities:

The selected candidate will be responsible and accountable for the design and implementation of some of the reporting and analytical initiatives in IFC, mainly focused towards the IFC Management Team and the Board of Directors. S/he will support the Head of CBARA while leading and mentoring junior staff and coordinating efforts across CBA and other IFC departments.

His/her responsibilities may include, but are not limited to, the following:

Development and management of IFC metrics:
1) Coordinate and integrate overall efforts for future scorecard and departments KPIs revisions and target setting process aligned with IFC Strategy and Budget process.
2) Report and analyze on Scorecard results as part of the Quarterly Reports to the Management Team and the Board of Directors
3) Integrate the scorecard results to the award allocation process and budget allocation partnering with HR department.
4) Supervise IFC efforts related to the WBG Scorecard, including reporting, analytics, periodic revisions of the template and preparation of special materials and presentations for Board engagements
5) Lead and coordinate other initiatives relating to metrics such as the Value for Money initiative with the WB and other MDBs.

Development and delivery of reports and analytics to IFC’s Board of Directors and IFC Management Team:

1) Focal point and responsible person for the output of regular IFC reports to the Board in close coordination with other departments across IFC and IBRD, including but not limited to Monthly Operations Report, Quarterly Report to the Board, and annual Budget Paper.
2) Lead and supervise all efforts related to program and pipeline reporting, including year-end project approval timelines and analysis
3) Conduct cost/benefit analysis to support IFC Management decision making
4) Conduct ad hoc deep dives as requested by the IFC Management Team

Collaborate across boundaries and coordinate with other CBA and IFC units in Corporate IFC initiatives

Selection Criteria:

- Master degree in Business Administration (MBA), Finance or relevant fields.
- Substantial professional experience (8-10 years of experience) in positions of increasing complexity and responsibility that includes significant experience in leading and conducting reporting and/or analytics activities in her/his team. Prior experience at IFC will be a plus.
- Demonstrated experience leading and mentoring junior staff
- Outstanding analytical, interpersonal and communication skills
- Demonstrated ability to work across boundaries as a leader and as a team member and flexibility to work under tight deadlines and under pressure, while performing multiple tasks.
- Superior project management skills with sound judgment and strong organizational abilities
- Proven ability to work collaboratively with internal and external partners to drive results.
- Demonstrated ability to form strong working relationships at all levels.
- Proven ability to effectively implement change management initiatives and influence others in the decision-making process and leadership skills.
- Excellent analytical, written and oral communication skills and ability to produce clear presentations and notes for IFC Management Team and Board meetings.
• Ability to understand, present and translate diverse complex information in a language understandable to different types of audience.

IFC values diversity and encourages all qualified candidates who are nationals of IFC member countries to apply, regardless of gender, gender identity, religion, race, ethnicity, sexual orientation, or disability. Female candidates are strongly encouraged to apply.