



Position Specification

Gavi, The Vaccine Alliance
Chief Financial Officer (CFO)

Our Client

Gavi is a public-private partnership committed to saving children's lives and protecting people's health by increasing equitable use of vaccines in lower-income countries. Gavi brings together developing country and donor governments, the World Health Organisation, UNICEF, the World Bank, the vaccine industry, technical agencies, civil society, the Bill & Melinda Gates Foundation and other private sector partners. Gavi is committed to working with its partners to protect the next generation and realise its mission to save lives, reduce poverty and protect the world against the threat of epidemics. From 2000 to 2022, Gavi has contributed to the immunisation of over 1 billion children and the prevention of more than 17.3 million future deaths, helping to halve child mortality in 73 lower-income countries and creating economic benefits of over \$220.5 billion for the countries in which it operates.

2024 is a critical year for Gavi as it works to deliver on its 5.0 strategy, while developing an ambitious strategy for the next strategy period (Gavi 6.0: 2026-2030) and preparing for a successful replenishment.

For more information on Gavi, please visit its [website](#).

A detailed description of its funding and governance model is available [here](#).

The 5.0 strategy is available [here](#). A one-pager on Gavi 5.1, an updated, focused version for 2023 – 2025 is available [here](#).

The minutes and presentations from the most recent Gavi Board meeting, in Ghana in December 2023, are available [here](#).

The Role

Gavi, the Vaccine Alliance, will appoint its next Chief Financial Officer (CFO). The CFO will be a key member of Gavi's senior leadership team, reporting directly to the CEO, and leading the Office of the CFO. Given the significant growth in size and complexity of Gavi's operations since 2020, the CFO will provide strategic direction and leadership to ensure Gavi's Office of the CFO is fit for purpose and effectively contributes to achieving Gavi's strategic goals and mission.

The Office of the CFO's safeguards the Alliance's financial assets through:

- Ensuring Gavi's financial integrity;
- Anticipating, identifying and mitigating financial risks;
- Ensuring financial efficiency through structured processes;
- Ensuring fiduciary risk assurance and mitigation, including for Gavi's cash grants awarded to countries.

In addition, the Office of the CFO has a number of key responsibilities, including:

- Providing management information, reporting and analysis to enable timely and informed decision-making and monitoring of critical initiatives by the CFO, management, the Board/Board Committees, and critical stakeholders;
- Developing and maintaining budgets and forecasts to enable effective alignment of the strategy with resources and expenditures;
- Managing critical business processes, including those associated with day-to-day transactions, cash management, foreign exchange management and investments;
- Engaging with critical stakeholders, including Alliance partners, donors, the Board and its Committees, to facilitate Gavi's strategic agenda.

Key Functions and Responsibilities

The CFO will lead the Office of the CFO, overseeing the Finance, Treasury, Investment and Portfolio Financial Management (PFM) functions.

Specifically this will include, but is not limited to, the following:

- Contributing to the achievement of Gavi's strategic goals and mission as a key member of the Senior Leadership Team;
- Providing strategic vision, direction and oversight for the Office of the CFO;
- Leading and managing the Office of the CFO, including the Financial, Treasury, Investment and PFM functions, in line with Gavi's Values and culture transformation journey;
- Ensuring sound financial and fiduciary risk management;
- Ensuring appropriate policies, oversight, monitoring and reporting practices are in place and complied with, and maintaining an appropriate internal control environment
- Overseeing the development of financial forecasts that quantify the resources required for Gavi to achieve its strategic objectives, credibly communicate resource needs, and underpins resource mobilisation activities;
- Engaging with Country Programmes Delivery and Programme Teams to understand the implications of Gavi's financial policies and approaches on country operations and programmes, and developing approaches aligned with Gavi's strategic goals and country engagement model
- Ensuring high quality, timely and accurate financial reporting to the CEO and leadership teams to enhance and inform decision-making, including but not limited to the recently launched CEO digital reporting initiative;
- Overseeing provision of expert advice and financial assessments for key business decisions and initiatives, including HR policies, programmatic policies, vaccine supply options, commercial terms, and contributing to development of innovative financing mechanisms, including IFFIm and the Advance Market Commitment (AMC);
- Overseeing a programme of continuous improvement to ensure that Gavi's financial, treasury and investment systems, processes and tools are fit for purpose;
- Engaging with Alliance partners to ensure robust information sharing, end-to-end process management, and financial and fiduciary risk management, as appropriate;
- Overseeing the financial reporting and external audit processes for entities in the US, the UK and Switzerland, ensuring timely and accurate reporting in accordance with relevant rules and regulations;
- Reporting to the Audit and Finance Committee (AFC), Investment Committee, Board and other Committees as required ensuring transparent, timely, and accurate information is shared;
- Overseeing the reporting for the International Finance Facility for Immunisation (IFFIm) within the Gavi consolidated financial statements including liaising with the external auditors; engaging with the World Bank in the context of their role as Treasury Manager for IFFIm; reporting to the IFFIm Board and Audit Committee;
- Overseeing the development and implementation of a holistic, longer-term approach to the Treasury and Investment management in conjunction with the AFC and Investment Committee Chairs;
- Supporting the Gavi 6.0 strategic process by ensuring robust financial forecasting and budgeting processes, assumptions and reporting together with the Strategy team;
- Supporting the replenishment/resource mobilisation activities, including stringent reporting on resources and consistent application of relevant policies and procedures (including foreign exchange and hedging strategies);
- Engaging with all organisational initiatives to ensure robust and sound financial and fiduciary risk management;
- The CFO will serve as Treasurer (an officer of Gavi subject to appointment by the Gavi Board) and perform the associated functions listed in the Gavi Board and Board Committee Operating Procedures.

Note: The essential functions listed in this section are not exhaustive of the job responsibilities; other duties may be assigned consistent with organisational needs.

Candidate Profile

Skills & Experience

- Record of success and achievement as a CFO or in a senior finance leadership role in complex business environments (public company or multilateral organisation experience preferable), with demonstrated ability to lead high-functioning teams and effectively partner with business areas outside of Finance;
- Broad-based finance leader with a proven track record across finance, treasury and investment management, as well as financial and fiduciary risk management, and strategic reporting;
- Experience of leading change and business transformation, with a focus on continuous improvement to ensure systems, processes and tools are fit for purposes and evolving to meet business needs;
- Ability to develop and drive a strategic vision and direction aligned with organisational priorities, and achieve organisational alignment and buy-in;
- Proven ability to manage stakeholder relationships, including at the Board and Board Committee level, as well as liaising with multiple high-level stakeholders in a complex operating environment;
- Track-record of being a member of an Executive/Leadership Team, advising the CEO and bringing informed views and data to engage constructively in strategic discussions.

Critical Leadership Capabilities

- **Driving Results:** develop and communicate financial insights and reporting to optimise performance; partner with the CEO, Senior Leadership Team and other functions to support the achievement of strategic objectives; bring constructive, informed and robust financial judgment to inform and drive performance.
- **Leading Change:** thoughtfully promote a culture of continuous improvement to develop infrastructure, systems, processes and controls that are fit for purpose and meet business needs.
- **Leading People:** role model appropriate behaviours and values in line with Gavi's desired culture and values; culturally sensitive, hands on, active manager who can 'do' as well as delegate; make efficient use of human capital; ensure respect of colleagues and peers through effective communication, mission focus and a pragmatic, grounded and robust but mature approach; pro-actively developing talent and creating professional opportunities for staff.
- **Executing for Results:** ability to set clear and challenging goals; tenacious and accountable in driving results; collaborative and informed approach seeking data and input from others to understand impact of decisions; high degree of integrity and ability to act in a transparent and consistent manner while always considering what is best for the organisation.
- **Relationships and Influence:** naturally connects and builds strong relationships with others, demonstrating strong emotional intelligence; ability to communicate clearly and persuasively; ability to inspire trust in others and build trustful relationships built on mutual respect and constructive challenge.

Terms of Appointment

This is a full-time position. The salary is competitive and commensurate with qualifications and experience. It is remunerated at Senior Level 7 at Gavi, with a generous benefits package. Interest from qualified candidates representing lower-income countries and territories will be welcomed.

The role is based in Geneva, Switzerland.

How to Apply

To apply, please send your CV and supporting statement to responses@russellreynolds.com by Monday 17th June, quoting the role title in the subject heading of the e-mail. All applications will be acknowledged.

Position Specification

Ref: Project White
Gavi, The Vaccine Alliance

Your supporting statement should succinctly highlight your motivation, experience, and skills against the requirements of the role.