

## FINANCE OFFICER

**Title:** Finance Officer  
**Duration:** Open-ended contract  
**Start date:** ASAP  
**Location:** Geneva - International Environment House

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing which operate in 16 countries. IMPACT staff effectives are expected to REACH 130 by the end of 2017. For more information visit: <http://www.impact-initiatives.org/>

### SUPERVISION

The finance officer will be supervised by the Chief Finance and Administration Manager.

### TASKS

The finance officer will be responsible for supporting IMPACT Finance team in the financial follow-up of all ongoing projects.

This implies the following tasks:

#### Budgeting:

- Support in preparation and review of project budgets in coordination with IMPACT country focal points, IMPACT Chief Grants Manager and ACTED, IMPACT's partner
- Prepare and review budget amendments

#### Budget follow-up:

- Preparation of project financial sheets for validation
- Analysis and review of the budget follow-up (BFU) tool for ongoing projects together with IMPACT country focal point and any concerned staff
- Ensure proper allocations in BFUs of all IMPACT costs, in alignment with the allocation tables planned with IMPACT Country focal points
- Provision of advice to IMPACT Country focal point of any financial matter as needed
- Ensure sharing of information with finance focal points of all IMPACT partners in this process

#### Financial reports:

- Preparation of financial reports of ongoing projects as per donor deadlines

## REQUIREMENTS

- ❖ Studies in Business/Finance/Administration or equivalent (Master)
- ❖ Fluent in French and English;
- ❖ Capacity to work independently and under pressure;
- ❖ Organized person, with attention to detail and rigor;
- ❖ Interest in the humanitarian field;
- ❖ Perfect knowledge of MS Word, Outlook and Excel

## HOW TO APPLY

**Application documents:** Curriculum Vitae, cover letter and two references

**Submit applications to:** [jobs@impact-initiatives.org](mailto:jobs@impact-initiatives.org)

**Ref:** 17/GEN/FINOFF01

Please indicate the reference in the subject line of your email.

**Only shortlisted candidates will be contacted.**