

Job description

FINANCE OFFICER – ACCOUNTING IN GENEVA

(Reference: 19/HQ/FOACC01)

BACKGROUND ON IMPACT AND REACH

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 effectiveness are expected to REACH 200 by the end of Q2 2019. For more information visit: <http://www.impact-initiatives.org/> "

We are currently looking for a Finance Officer to support our IMPACT Initiatives team in Geneva.

Department: IMPACT Initiatives - Finance
Position: Finance Officer - Accounting
Contract duration: Open-ended
Location: Geneva - International Environment House
Starting Date: ASAP

POSITION PROFILE

Under the supervision of the Head of Finance and Administration (HFA), the Finance Officer – Accounting is responsible for the organisation's accountancy including the follow-up of treasury and monthly and yearly accounting closure. This includes the following tasks, to be performed in due time and in alignment with the organisation's procedures:

FUNCTIONS

- a) Treasury follow-up :
 - a. Ensure that the organisation has the required cash levels to meet payments requirements at all times
 - b. Receivables: follow-up on donor or partners' instalments through the update of the instalments follow-up table and the preparation of instalment requests for HFA validation
 - c. Payables: follow-up on all payment requests received by the organisation: preparing payment documentation, processing the payments, keeping stakeholders informed and ensuring proper filing

- b) Accountancy:
 - a. Perform the daily book-keeping, ensuring that the accounting is done in a timely and accurate manner, according to the organisation's procedures and principles
 - b. Perform the monthly accounting closure transactions and controls, and prepare the related reports. Make sure that the reports are signed by all concerned parties and properly filed
 - c. Perform the yearly accounting closure transactions and controls and prepare the yearly financial statements in alignment with the legal requirements

- d. Support the statutory audit throughout the process
- e. Provide support to any other audit as requested by HFA

REQUIREMENTS

- ❖ Ideally a masters' degree in accountancy or related finance field
- ❖ Minimum 2 years' experience in a similar position
- ❖ Fluent in French and English;
- ❖ Capacity to work independently and under pressure;
- ❖ Organized person, with attention to detail and rigor;
- ❖ Perfect knowledge of MS Word, Outlook and Excel
- ❖ Ability to handle sensitive and confidential information
- ❖ A previous experience with an accounting software is a bonus

For more information, visit us at <http://www.impact-initiatives.org>