

## Job description

### FINANCE OFFICER IN GENEVA

(Reference: 19/HQ/FO01)

#### BACKGROUND ON IMPACT

IMPACT Initiatives is an International 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 teams comprise specialists in data collection, management and analysis, GIS and remote-sensing and operate in 16 countries. For more information visit: [www.reach-initiative.org](http://www.reach-initiative.org) and [www.impact-initiatives.org](http://www.impact-initiatives.org).

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

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

#### SUPERVISION

The Finance Controller will be supervised by the Finance Manager.

#### FUNCTIONS

The Finance Controller will be responsible for supporting IMPACT Finance team in the financial follow-up of all ongoing projects. This implies the following tasks:

**1. Budgeting (25%)**

- Support in preparation and review of project budgets in coordination with IMPACT country focal points, IMPACT Head of Grants and ACTED
- Preparation and review of budget amendments
- At grant signature's, preparation of project financial sheets for validation

**2. Budget follow-up (55%)**

- Assure compliance of IMPACT administration(s) to accounting principles and local rules and regulations

- Follow up and analysis and review of expenses (Budget Follow Up) for ongoing field-based projects together with IMPACT Country Focal Point and any concerned staff
- Preparation and analysis of Budget Follow Ups (BFUs)
- Ensure proper allocations of all IMPACT costs in the accountancy in line with donors rules and requirements as well as with the allocation tables planned with IMPACT country offices
- Serve as Finance's point of contact for country offices, providing day-to-day financial oversight and support and responding to inquiries and requests
- Maintain up-to-date the monthly follow up of the overall budget of the organisation
- Ensure sharing of information with finance focal points of all IMPACT partners in this process

### **3. Financial reporting (20%)**

- Preparation of financial reports for all ongoing projects as per donor deadlines
- In liaison with the Audit focal point, validation of reports received by partners from expenditure point of view

## REQUIREMENTS

### **Required**

- Studies in Business/Finance/Administration or equivalent (Master)
- A minimum of 1 years' experience in the area of Finance Control
- Fluent in French and English;
- Organized person, with attention to detail and rigor;
- Ability to build rapport and trust within the organization and to manage competing demands in a timely manner.
- Awareness when to refer non-routine inquiries to more senior colleagues.
- Excellent communication skills, both verbal and written with the ability to listen and connect with staff deployed in the field.
- Perfect knowledge of MS Word, Outlook and Excel

### **Desired**

- Previous experience or demonstrated interest in the no-profit sector
- Work experience at a project-oriented organization is an advantage
- Knowledge of SAGE accounting software