Job description

FINANCE CONTROL OFFICER IN GENEVA
(Reference: 19/HQ/FO01)

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 19 countries. IMPACT staff effective are expected to reach 220 by the end of Q1 2020. For more information visit: http://www.impact-initiatives.org/

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

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

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 BFUs for all Global projects
- Ensure proper allocations of all IMPACT costs in the accountancy in line with donors rules and requirement, in alignment with the allocation tables planned with IMPACT Country focal points
- Serve as Finance’s point of contact for country offices, providing day-by-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, and the Project Financial reporting tool with expenditure levels and reporting deadlines
- 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)
- Relevant 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;
- Interest in the humanitarian field;
- 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 non-profit sector
- Work experience at a project-oriented organization is an advantage
- Knowledge of SAGE accounting software