

Job description

CHIEF FINANCE OFFICER IN GENEVA (Reference: 19/HQ/CFO01)

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 and www.impact-initiatives.org.

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

Title: Chief Finance Officer
Duration: Open-ended contract
Start date: November
Location: Geneva – International Environment House

SUPERVISION

The Chief Finance Officer will be supervised by the Executive Director.

FUNCTIONS

Under the supervision of Executive Director, the Chief Finance Officer will have the overall responsibility for IMPACT's finance management. He/She will help to develop the global financial strategy of the organization, investment & fundraising plan. He/she will ensure financial control and cash management, strengthen finance procedures and make sure they are aligned with the increased scope and volume of IMPACT activities; as well as for their implementation and follow-up.

OBJECTIVES

- Guarantee & responsible for the overall financial management, including the administrative, financial, and operational risk management;
- Support to financial & operational strategies development; investment & funding plan;
- Support the development & follow-up internal control systems designed to preserve the association's assets and report accurate financial results;
- Ensure a proper financial control and internal reporting, anticipate, mitigate and report financial risks ensuring operations are run in a cost-efficient manner with a planned cash management, in compliance with IMPACT's, donors' procedures and legal requirements;

- Manage and control the accounting and treasury cycle;
- Ensure an overall smooth project cycle from a financial perspective from budget making (in line with the country/global strategy and donor's rules) to the final report and close-out of a project.
- Manage and drive the finance teams, coordinate and facilitate access to information within the FLAT teams.
- Ensure a regular interaction and exchange with ACTED HQ and field Finance, Audit and FLAT teams

KEY FUNCTIONS

1. Accountancy

- Supervise all accounting operations for IMPACT in compliance with the general accepted accounting standards & oversee the accounting operations for to ensure proper book-keeping;
- Ensure compliance with accounting principles, regulatory requirements and obligations vis-à-vis suppliers, staff, government (Switzerland, other countries) entities and donors;
- Oversee the accounting and financial management of IMPACT operations in countries, in close coordination with ACTED country teams that host IMPACT;
- Oversee the consolidation and closure of the accounts of IMPACT;
- Manage the relationship with the auditors of the association

2. Treasury, financial management

- Planning and management of cash flows and ensure the availability of funds needed for payment of staff salary, subcontractors, field operations and other running costs;
- Manage relationships with banks, ensure the proper opening of bank accounts and supervising bank signatory's worldwide;
- Follow up with donors and partners on project installments requests;
- Follow up on installments received;
- In collaboration with the Executive Director, review and monitoring of overall budget, establishment of monthly dashboards and financial reports, general definition and implementation of financing strategies;

3. Financial control

- Oversee the drafting and validation of key financial documents, including:
 - Budget, Proposals
 - Financial sheet
 - Financial reports
 - Amendment requests
 - Grants and Service Agreements with ACTED
 - Other subcontracting agreements, MoUs or similar
- Regular follow up and updating of budgets, including:
 - Budgetary consolidation, verification and follow up by project
 - Follow up and control of cost allocation
 - Follow up with relevant IMPACT country coordinators/representatives and finance focal points (including ACTED or partner's) in countries of intervention

- Projections and operational results
 - Regular update of consolidated cost allocation tables
 - Follow up and consolidation of non-affected expenses, and related provision of financial projections
- Development and strengthening of financial tools and processes:
 - review existing tools and processes
 - adapt/modify to ensure they correspond to IMPACT's needs and are aligned with key partners' procedures

4. Other

- Upon the request of the Executive Director and in line with its responsibilities, represent IMPACT externally at meetings, events, conferences etc.
- To participate actively in the associative events and report to the board and general assembly.

MINIMUM REQUIREMENTS

- Equivalent Master 2 in Business Administration, Business Management, Finance, Accounting etc.;
- At least 5 years of experience in Finance/Administration /Business Management field;
- Fluent in French and English;
- Excellent skills in general and analytical accounting;
- Mastering of internal control tools (standards, procedures and techniques);
- Excellent skills in financial analysis and management;
- Excellent working knowledge of Microsoft Office (Word, PowerPoint and Excel) and Accounting Software (SAGE);
- Ability to set up and manage teams;
- Excellent writing and communication skills;
- Ability to work in a multicultural environment;
- Excellent communication skills, both verbal and written with the ability to listen and connect with staff deployed in the field.
- Relational ease; managerial qualities; team spirit; reliability and discretion; proactivity; strength of proposal; rigor and sense of organization; good oral and written expression; capacity of synthesis and analysis; autonomous and pragmatic;
- Ability to work under pressure; Ability to build trust within the organization and to manage competing demands in a timely manner.

PREFERRED REQUIREMENTS

- Working knowledge of the accounting software – SAGE
- Previous field experience in finance control for an international non-profit/non-governmental organization
- Demonstrated interest for humanitarian and development topics
- Knowledge in HR / management as well as taxation and business law

Applications will be considered on a rolling basis.

Only shortlisted candidates will be contacted.