

HR INTERN - PAYROLL & ADMINISTRATION

(Reference: 20/HQ/HRINTADM)

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs (IMPACT Initiatives and ACTED) and the United Nations Institute for Training and Research (UNITAR) Operational Satellite Applications Programme (UNOSAT). REACH's purpose is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts, supporting and working within the framework of the humanitarian reform process. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows particularly IMPACT to benefit from ACTED's operational support on its fields of intervention. The IMPACT team comprises around 160 international staff effective, specialists in data collection, management and analysis, GIS and remote-sensing which operate in 20 countries. For more information visit: <http://www.impact-initiatives.org/>.

We are currently looking for Human Resources Intern to support the IMPACT Initiatives team in Geneva.

Position:	Human Resources Intern – Payroll & Administration
Contract duration:	6 months
Location:	Geneva - International Environment House
Starting Date:	ASAP
Remuneration:	1'050 CHF/month

SUPERVISION

The HR Intern will be supervised by the Payroll & Admin HR Officer.

ATTENDANCE/LEAVE MANAGEMENT

- Management of the Attendance doc inbox
- Collect, cross-check, record and file attendance documents
- Update attendance sheets follow up
- Update Staff holidays follow up
- Hard file the Attendance docs
- Send the analysis of the Attendance docs to countries
- Send Attendance sheets reminder email to FIELD and HQ-

SOFTWARE PROJECT

- Prepare excel documents for data entry for the implementation of the leave management software
- Ensure the accuracy of the data that has been inputted in the excel file

SENIORITIES/ LEAVE BALANCE TO BE LIQUIDATED

- Prepare the document for payroll: "seniority payment list" with list of seniorities ready to be processed for the current month payroll
- Prepare the list of balance to be liquidated ready to be processed for the current month payroll

EXIT PROCESS

- Update the "Exit FU" document
- Send exit email
- Gather Exit form & docs, make sure we have all Attendance documents
- Check accuracy of exit form + calculate the leave balance of exiting staff

AUDIT

- Follow-up on specific audit requests: gather all documents needed

REIMBURSEMENTS

- Management of the reimbursements inbox
- Prepare the reimbursement vouchers
- Make sure all supporting documents for each reimbursement claim are saved in their file
- Update and send for payroll check the "Reimbursement recap list" doc

PAYROLL

- Register new staff in Sage (Payroll software)
- Payslip process + filing in staff folder

ADMIN

- Submitting application for HQ staff work permits
- Update the "work permit "follow up doc"

REQUIREMENTS

- Enrolled in a university program in Business Administration / Audit / Accounting-Finance or similar
- Previous experience in the preparation of payroll is required for this position.
- Fluent in French and English.
- Excellent working knowledge of Microsoft Office (Word, PowerPoint and Excel).
- 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.

DESIRABLES

- Previous knowledge of Swiss social insurances and labour legislation.
- Previous experience or demonstrated interest in the no-profit sector
- Previous experience in the preparation of payroll for an international non-profit/non-governmental organization
- Payroll certification or certification in global payroll management or global operations