

Job description

UNIT MANAGER FOR ACCOUNTING & PAYROLL– GENEVA

(Reference: 22/HQ/UMAP01)

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 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. 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 and GIS. 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, enabling IMPACT to benefit from ACTED's operational support in its fields of intervention.

We are currently looking for a Unit Manager for Accounting & Payroll to support our IMPACT Initiatives team in Geneva.

Department:	IMPACT Initiatives - Finance
Position:	Unit Manager for Accounting & Payroll
Contract duration:	Open-ended
Location:	Geneva - International Environment House
Starting Date:	ASAP
Salary Range:	6'100-6'400 CHF gross monthly

POSITION PROFILE

Under the supervision of the Head of Finance, the Unit Manager for Accounting & Payroll is responsible for the organisation's accountancy and payroll. This included the follow-up of treasury, monthly and yearly accounting closure, supervision of the payroll.

FUNCTIONS

- 1) Treasury follow-up :

- a. Ensure that the organisation has the required cash levels to meet payment requirements at all times
- b. Receivables: follow-up on donor or partners' instalments through the update of the instalments follow-up table
- 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
- d. Supervise exchange rates to ensure that FX losses are limited

2) Accountancy:

- e. 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
- f. 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
- g. Perform the yearly accounting closure transactions and controls and prepare the yearly financial statements in alignment with the legal requirements
- h. Support the statutory audit throughout the process
- i. Provide support to any other audit as requested by the Head of Finance

3) Payroll

- a. Supervise the payroll preparation, oversee all the calculations for new staff, leaving staff and contract changes.
- b. Ensure payslips, yearly salary certificates and tax certificates are sent out in a timely manner and filed.
- c. Support the payroll team with any questions

4) Staff Admin

- j. Ensure HQ employees are registered with relevant Swiss social insurances and tax administration (when applicable)
- k. Ensure headquarters employees have an authorisation to work in Switzerland, i.e. prepare work permit requests and follow up with OCPM and employees.
- l. Ensure international employees are registered with relevant insurances and pension schemes
- m. Ensure that all staff have access to the leave management software and are using it correctly
- n. Support staff with any admin questions they may have

REQUIREMENTS

- Ideally a masters' degree in accountancy or related finance field
- Minimum 5 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 the accounting software SAGE 100 and payroll software SAGE 50 is a plus
- Knowledge of the humanitarian sector is a plus
- Knowledge of Swiss social insurances and labour legislation is a plus
- Previous experience in the preparation of payroll for an international non-profit/non-governmental organization is a plus