

## Job description

### SENIOR FINANCE OFFICER – ACCOUNTING IN GENEVA

(Reference: 22/HQ/FOACC01)

#### 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 Senior Finance Officer to support our IMPACT Initiatives team in Geneva.**

**Department:** IMPACT Initiatives - Finance  
**Position:** **Senior Finance Officer – Accounting**  
**Contract duration:** Open-ended  
**Location:** Geneva - International Environment House  
**Starting Date:** ASAP  
**Salary Range:** 5'600-5'750 CHF gross monthly

#### POSITION PROFILE

Under the supervision of the Head of Finance, the Senior Finance Officer – Accounting is responsible for the organisation's accountancy including the follow-up of treasury and monthly and yearly accounting closure. This includes the following tasks, to be performed in due time and in alignment with the organisation's procedures:

#### FUNCTIONS

1. Treasury follow-up :
  - Ensure that the organisation has the required cash levels to meet payments requirements at all times

- Receivables: follow-up on donor or partners' instalments through the update of the instalments follow-up table and the preparation of instalment requests for Head of Finance validation
- Payables: follow-up on all payment requests received by the organisation: preparing payment documentation, processing the payments, keeping stakeholders informed and ensuring proper filing

2. Accountancy:

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

REQUIREMENTS

- Ideally a masters' degree in accountancy or related finance field
- Between 3 and 4 years of 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
- Knowledge in the Humanitarian sector is a plus