

## Job description

### FINANCE CONTROL OFFICER

(Reference: 24/HQ/FO02)

## BACKGROUND ON IMPACT INITIATIVES

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organization manages several initiatives, which includes i) the REACH Initiative aimed at facilitating the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts, ii) the PANDA Initiative aimed at directly supporting key aid actors in improving the effectiveness, efficiency, and efficacy of their programmes, and iii) the AGORA Initiative aimed at promoting localised and multi-sectoral aid action in support of the recovery and stabilisation of crisis-affected communities. The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of Acted and the two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from Acted's operational support on its fields of intervention.

**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:** 6 months with possibility of extension

**Location:** Geneva - International Environment House

**Starting Date:** 06 May 2024

## POSITION PROFILE

The Finance Control Officer will be supervised by the Head of Finance. The Finance Control Officer will be responsible for supporting IMPACT's teams 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's country focal points, IMPACT's Grants Management Department and ACTED;
  - Preparation and review of budget amendments;
  - At grant signature's, preparation of project financial sheets for validation.
2. Budget Follow-Up (BFU) (55%)
  - Ensure compliance 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's Country Focal Points and any concerned staff;
- Preparation and analysis of BFUs for all Global projects;
- Ensure proper allocations of all IMPACT's costs in the accountancy in line with donor rules and requirements, in alignment with the allocation tables planned with IMPACT's Country focal points;
- Serve as Finance's point of contact for country offices, providing day-by-day financial oversight and supporting and responding to inquiries and requests;
- Contribute to maintaining up-to-date the monthly follow up of the overall budget of the organization;
- Ensure sharing of information with finance focal points of all IMPACT's 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 all financial aspects of audit reports received by partners.

## REQUIREMENTS

- **Education** Master studies in Business/Finance/Administration or equivalent;
- **Years of experience** At least 4 years professional experience in a similar finance position
- **Professional experience** Experience in finance control, budgeting, following budgets and financial reporting
- **Language skills** Fluent in French and English;
- **Organizational skills** Organized person, with attention to detail and rigor. Capacity to work independently and under pressure. Ability to manage competing demands in a timely manner;
- **Motivation** Interest and motivation to work in the humanitarian field;
- **Communication skills** Excellent communication skills, both verbal and written with the ability to listen and connect with staff deployed in the field;
- **Software skills** 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

## COMPENSATION AND BENEFITS

- For this position, gross salary of 5'490 CHF monthly (before income tax). NB – IMPACT salaries are strictly determined by our salary grid depending on the grade of the position and the level of education and experience of staff. A contribution to medical insurance of 450 CHF per month is already included in the salary figure.
- Insurance covering professional and non-professional accidents throughout the period of employment with IMPACT
- Health insurance, life insurance and repatriation assistance in case of field visits/temporary deployments

# IMPACT

Shaping practices  
Influencing policies  
Impacting lives

- Up to 40% of remote work on a weekly basis
- 25 paid leave days per year + compassionate/family leave