

Job description

FINANCE CONTROL OFFICER

(Reference: 25|HQ|FO01)

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: Open ended.

Location: Geneva - International Environment House

Starting Date: 15th July 2025

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 projects and mission. This implies the following tasks:

1. STRATEGIC PLANNING AND ANALYSIS

- Provides guidance and support to Regional Finance Managers, Multi-Country Representative (MCRs), Country Representatives/Coordinators (CRs/CCs) on key financial information which supports decisions making in line with IMPACT strategies (Budget Follow up, Allocation Table, Master Budget)
- Support Regional Finance Manager on developing strategic analysis on the overall financial situation of the country program and regional HUB (Funding gap analysis, prognosis...)
- Contribute to the development and implementation of IMPACT finance tools and procedures

2. FINANCIAL MANAGEMENT AND REPORTING

A. Proposal Development

- Support in preparation and review of project budgets in coordination with IMPACT' Regional / Country focal points, IMPACT Grants Management Department and ACTED when relevant.
- Preparation or review of budget amendments
- Ensure validation of all proposals before submission to donors for IMPACT Led project in collaboration with PIPD unit.

B. Contracting & Project Implementation and Follow up

- Ensure compliance with accounting principles and local rules and regulations.
- Follow up analysis and review of expenses (budget follow-up) for ongoing field-based projects together with IMPACT's Regional & Country Focal Points and any staff concerned.
- 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 & Regional focal points.
- Serve as Finance's point of contact for Regional & 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.
- Actively support the Monthly and Annual accountancy closure
- Oversee the project-specific filing system for finance in close collaboration with PIPD and Regional Finance

C. Financial reporting & Audit

- Review & validate financial reports before submission to donors for all in the country IMPACT Led projects as per donor deadlines.
- Preparation of financial reports for all Global projects as per donor deadlines.
- Review & validation of all financial aspects of audit reports received by partners.
- Manage and coordinate external audits of projects
- Responsible for ensuring installment follow up as per donor regulation and project close out.

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 5'000 CHF to 5'167 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 489 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
- Up to 40% of remote work on a weekly basis
- 25 paid leave days per year + compassionate/family leave