

## VACANCY ANNOUNCEMENT

July 2017

### **Finance Assistant (Trainee)- Part-time ( 60%) 1 year contract**

The International Commission of Jurists (ICJ) is a worldwide network of judges and lawyers united in affirming international law and rule of law principles that advance human rights.

We are recruiting a Finance Assistant (Trainee) to provide accounting and clerical support to its Finance and administration Department. The ideal candidate has been working for the last 3 years in the financial field after obtaining a CFC (*Certificat Fédéral de Capacité*) in business.

#### **RESPONSIBILITIES**

Under the supervision of the Finance Officer, the Finance Assistant (Trainee) will have the following main responsibilities:

- Prepare accounting documents and ensure they are accurate, complete and in conformity with internal guidelines;
- Process accounting entries;
- Register and dispatch approved Purchase Form;
- Carry out accounts and bank reconciliations;
- Receive and process invoices in the accounting software and generate payment through e-banking;
- Assist in the preparation of financial reports;
- Participate in the definition of financial procedures and accounting guidelines;
- Perform filing and general administrative tasks.

#### **QUALIFICATIONS**

The successful candidate will have:

##### **Education & Experience**

- CFC (*Certificat Fédéral de Capacité*); or you must be in college or university pursuing a bachelor or equivalent in accounting
- 1 to 3 years of work experience in a financial field; experience within an NGO and with analytical accounting an asset.

##### **Essential Skills**

- Advanced knowledge of Microsoft Office, Spread sheet and Word-processing programmes; Knowledge of Accounting software an asset (SageX3);
- Spoken and written Fluency in French and English;
- Strong organisational, planning and time-management skills;

- Ability to work under pressure and to adapt to changing priorities and needs;
- Attention to detail and accuracy;
- Team spirit;
- Familiarity with Swiss GAAP accounting Norms.

The ICJ is an equal opportunities employer.  
The position is based in Geneva.

**CONDITIONS: Candidates must be Swiss or already have a valid work permit for Switzerland for the duration of the contract.**

**APPLICATIONS close on 7 August 2017** and should be addressed with your resume, a cover letter, copies of diplomas and the names and contact details of at least two referees to:

Ref: Finance Assistant (Trainee) By email: [recruitment@icj.org](mailto:recruitment@icj.org)

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. We cannot answer phone enquiries, thank you for your understanding.