

VACANCY ANNOUNCEMENT

October 2017

International Finance Officer, ICJ Africa Regional Programme

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 seeking to recruit an International Finance Officer to manage the ICJ's Africa Regional Programme's finances from our Regional Office. S/he will be responsible for effectively and efficiently maintaining the Programme's finances in order to meet the ICJ's financial reporting requirements. The position is based in Johannesburg, South Africa.

The ideal candidate is, or has been working for three to five years in finance and has attained the required knowledge, skills and expertise through completion of a degree or diploma in Accounting, Finance or Business Administration.

RESPONSIBILITIES

Reporting directly to the Africa Regional Director but with a functional reporting line to the Director of Finance and Administration in Geneva, the International Finance Officer has the following responsibilities:

- Administer and monitor the financial and accounting system in order to ensure that the ICJ finances and assets are maintained in an accurate and timely manner and comply with the ICJ policies and procedures;
- Establish and maintain cash controls, monitor the purchase order system, reconcile accounts payable and receivable, establish and maintain supplier accounts, prepare monthly and quarterly financial statements and general ledger accounts and assist with audits;
- Assist with developing budgets for project proposals, track monthly expenditure against the different project budgets, manage the overall programme operating budget for the office
- Organize and keep track of the finance aspects of meetings, external events and travel implemented as part of the offices' projects;
- Maintain relationships with the bank and service providers as well as important contacts of the organization;
- Works in close coordination with other ICJ field staff to ensure timely submission of information and reports.
- Carry out other, appropriate responsibilities as requested by the Regional Director.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- A degree or diploma in Accounting, Finance or Business Administration;
- Proficient knowledge and proven experience in Financial management and accounting for a period of 5 to 7 years;
- Work experience in an international or non-governmental organization is desirable.

Essential Skills

- Good knowledge of the financial rules, regulations and legislation in South Africa
- Excellent organisational, planning and time-management skills, ability to take initiative and capacity to adapt to changing priorities and needs;
- Attention to detail and accuracy;
- Excellent interpersonal skills, ability to work well as part of a team and thrive in a fast-paced, multicultural environment;
- Excellent language skills in spoken and written English. Ability to communicate clearly and concisely in English on Skype;
- Advanced computer skills, especially with Microsoft Office. Ability to operate computerized accounting, spreadsheet and word-processing programmes at a highly proficient level. Knowledge about Sage ERP X3 is desirable;
- Commitment to human rights and the rule of law.

The ICJ is an equal opportunities employer.

APPLICATIONS should be addressed with your resume, a cover letter and the names of at least 2 references to: Ref: International Finance Officer, Africa Regional Programme:

By email: africa-recruitment@icj.org

The deadline for applications is **31 October 2017** for a start date asap.

Please appreciate that due to the volume of applications only short listed candidates will be contacted and applications will be considered as they are received. We cannot answer phone enquiries. We thank you for your understanding