

VACANCY ANNOUNCEMENT

October 2017

Finance Officer ICJ Geneva Secretariat

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 a Finance Officer to work as part of the ICJ Secretariat Finance and Administration team. S/he will be responsible for effectively and efficiently managing programme and project finances in order to meet the ICJ's financial reporting requirements. The position is based in Geneva, Switzerland.

The ideal candidate has been working for five to seven 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 Director of Finance and Administration in Geneva, the 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
- Receive and process invoices in the accounting software and generate payments through e-banking
- Validate and process purchase requests and ensure their budget follow up
- Validate invoices, money transfer, cash advances, and credit card statements, co-sign for payments, and manage petty cash
- Assist with developing budgets for proposals, allocate and track monthly expenditure against the different programme and project budgets, and prepare and review financial reports
- Organize and keep track of the finance aspects of meetings, external events and travel implemented as part of the office's projects;

- Maintain relationships with the bank and service providers as well as important contacts of the organization;
- Participate in the implementation of Internal Control Systems and elaboration of financial control tools and in implementation of the accounting system
- Provide training and guidance on financial procedures and accounting software to financial and administration staff in Geneva and in regional and country offices
- Works in close coordination with relevant staff in Geneva and other ICJ offices to ensure timely submission of information and reports.
- Assist in other financial and administrative tasks as requested by the Director of Finance & Administration.

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 financial rules, regulations and legislation in Switzerland, including Swiss GAAP accounting standards and experience in analytical accounting;
- 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. Knowledge of French, Spanish or Arabic an asset;
- Advanced computer skills, especially with Microsoft Office. Ability to operate computerized accounting, spreadsheet and word-processing programmes at a highly proficient level. Knowledge of Sage ERP X3 is desirable;
- Commitment to human rights and the rule of law;
- **Swiss citizenship or already holding a valid work permit for Switzerland.**

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: Finance Officer, ICJ Secretariat Geneva:

By email: recruitment@icj.org

The closing date for applications is **26 November**, but candidates will be considered as applications are received since we are seeking a candidate who can start asap.

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.