

VACANCY ANNOUNCEMENT



Senior Finance Officer (100%) Geneva

The International Commission of Jurists (ICJ) is an international nongovernmental organization defending human rights and the rule of law worldwide. With its Headquarters based in Geneva, Switzerland, ICJ has a presence in Africa, Latin America, Asia & the Pacific, Europe & Central Asia, and the Middle East.

To help ensure the organization makes the best use of its financial resources and complies with all relevant rules and regulations, we seek a full-time **Senior Finance Officer** based in Geneva, Switzerland. If you are our ideal candidate, you have worked for at least six years in the Finance department of an international entity and are familiar with the complexities of working in a global context. You have comprehensive knowledge and experience with analytical accounting and Swiss GAAP Accounting norms. You are cool under pressure, are committed to ICJ's mission, and have excellent interpersonal and organizational skills.

RESPONSIBILITIES

Reporting directly to the Chief Financial Officer, the Senior Finance Officer holds the following responsibilities:

- Prepare, process, review, and ensure accuracy and conformity of accounting documents and accounting entries;
- 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 co-sign for payments;
- Manage petty cash;
- Participate in monthly and annual closing for the regional offices and Geneva accounts;
- Participate in the implementation of Internal Control Systems and elaboration of financial control tools and in implementation of the accounting system;
- Draft program/project budgets, perform internal cost analyses, and develop or review internal and external financial reports;
- In collaboration with the HR Manager and the external payroll provider, review and process the salaries for the entire organization.
- Provide training and guidance on financial procedures and accounting software to financial and administration staff in Geneva and in regional and country offices;
- Assist in other financial and administrative tasks as requested by the Director of Finance & Administration.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- University degree in economics, accounting, finance and administration or equivalent;
- A minimum of 6 years work experience in accounting or finance;
- Experience working for an NGO and/or in a developing country and/or in a multicultural environment an asset.
- Advanced knowledge of Microsoft Office, Spreadsheet and Word-processing programmes; Knowledge of Accounting software an asset (Navision).
- Knowledge of analytical accounting and familiarity with Swiss GAAP Accounting norms and RPC21.
- Willingness to travel (up to 15 days a year)

Essential Skills

- Strong organisational, planning and time-management skills;
- Ability to take initiative;
- Ability to work under pressure and to adapt to changing priorities and needs;
- Attention to detail and accuracy;
- Excellent interpersonal and diplomatic skills;
- Teamwork oriented;
- Strong multicultural skills and culturally sensitive;
- Commitment to human rights and the rule of law.

APPLICATIONS should be addressed with your resume, a cover letter and the names of at least 2 references to: **Ref: Sr. Finance Officer, Geneva** by email: **recruitment@icj.org**

The deadline for applications is **11 October 2020, midnight Geneva time**. Only applicants with Swiss or EU citizenship or a valid Swiss work permit may apply for this position.

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.

The ICJ is committed to the principle of equal employment opportunity and values a diverse workforce. The ICJ's policy is to practice a fair and non-discriminatory recruitment and selection procedure and to strive for and maintain international and multi-cultural personnel.

Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.