

TERMS OF REFERENCE

Senior Finance Adviser to the Secretary General

Type of contract: Consultancy (independent contractor)
Location: Geneva or other location (time zone CET +/-1h)
Duration of assignment: up to 6 months
Start Date: December 2021

Summary

The International Commission of Jurists (ICJ) is seeking qualified applicants to provide advisory services as Senior Finance Adviser to the Secretary General. Working closely with the interim CFO, he /she will advise the ICJ on improving its financial systems, policies and procedures, and assist the International Secretariat in Geneva on the financial closing and budgeting process. This is a consultancy assignment of up to 6 months. The consultant shall have at least ten years' experience at the senior management level in the finance department of an international entity/global organisation, with excellent management and communication skills.

Overview of the ICJ

Composed of 60 eminent judges and lawyers from all regions of the world, the ICJ promotes and protects human rights through the rule of law, by using its unique legal expertise to develop and strengthen national and international justice systems. Established in 1952 and active on the five continents, the ICJ aims to ensure the progressive development and effective implementation of international human rights and international humanitarian law; secure the realization of civil, cultural, economic, political and social rights; safeguard the separation of powers; and guarantee the independence of the judiciary and legal profession.

FUNCTIONAL RESPONSIBILITIES

Working at the global level and closely with the regions, the consultant will assist the ICJ to strengthen its internal control systems, policies and best practices in all of its offices. This will include:

- Improving the efficiency and timeliness of the budgeting process (planning & monitoring), including development of budget templates for 2022.
- Improving the closing process and ensuring the combined financial statements for 2021 are produced on time.
- Review and update the ICJ's procurement process.
- Advise on restructuring the Finance team: segregation of duties within the team (including roles, responsibilities, and accountability), uniformity of tasks between Finance Officers of the same level. The consultant is expected to prepare a restructuring plan.
- Update the Finance Manual and advise on structure of the Accounting Manual.

At the global level:

- Advise on improving the ICJ's accounting process and systems.

Expected Deliverables

- Budget templates for 2022;
- Proposed structure of the Finance Team together with standard job descriptions;
- Updated Finance Manual, including reviewed procurement process;
- Draft Accounting Manual;
- Document the year closing process;
- List of recommendations for improving the ICJ's accounting process and systems.

QUALIFICATIONS AND SKILLS

The selected consultant will have:

Education & Experience

- University degree or relevant certificate in accounting or business administration, or equivalent. Additional relevant advanced level qualifications, such as an MBA/CPA or in human resources management;
- A minimum of ten years' experience in financial accounting and reporting at senior management level, including a solid background in financial information systems, reporting, and budgeting;
- Working experience with an international NGO or an international organization, including experience in managing administrative systems that involve headquarters and regional offices;
- Proficient knowledge and experience with relevant Swiss legislation and compliance regulations for international NGOs in Switzerland;

Essential Skills

- Excellent communication and management skills, with demonstrated ability to provide supportive advice to staff on finance and administrative issues;
- A problem-solving, proactive approach to challenges and demonstrated experience operating and improving financial, human resources and administrative processes and information systems;
- Excellent interpersonal skills and ability to work comfortably as a team player and thrive in a fast-paced, multicultural environment;
- Full working knowledge of English;
- Strong computer skills, comfort and familiarity with information systems;
- Experience of working with Navision is an asset;
- Commitment to and understanding of human rights issues;
- Experience in implementing change processes within organisations;
- A sense of humour.

Application Guidelines

Interested applicants should provide all materials outlined below to recruitment@icj.org by the **21st of November, midnight CET**.

Please include **'Senior Finance Adviser'** in the subject line of the application e-mail. The ICJ shall not be liable for not opening proposals that are submitted with a different subject.

- A CV (maximum 2 pages);
- Motivation letter (maximum 1 page) outlining your skills and experience relevant to the Terms of Reference and your specific interest in the specific assignment;
- Description of the methodology/approach you will use to deliver on the assignment you are applying for (maximum 2 pages);
- A financial proposal (including details of fees and number of days/hours);
- The names and contact information for two recent references.

Please note that the ICJ may ask for examples of previous relevant work after reviewing the application materials.

Budget Guidelines

The estimated budget for this assignment should not exceed **60'000 CHF**. This figure includes all costs relevant to the consultancy, including the consultant's daily rate, taxes and any extra costs.