

VACANCY ANNOUNCEMENT

August 2022

Re-advertised: Finance Officer (100%)

Work Location: Geneva

Position Start date: as soon as possible.

The International Commission of Jurists (ICJ) is a worldwide organization of judges and lawyers united in affirming international law and rule of law principles that advance human rights. Its strategic goals for 2021-2025 are: (1) to develop, defend, and strengthen international institutions, instruments, and standards on rule of law and human rights; (2) to improve domestic implementation of, and compliance with, international law and standards; (3) to bolster the effectiveness and independence of judges and lawyers; and (4) to improve access to justice for all and accountability. 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.

The ICJ is seeking to recruit a proactive and flexible Finance Officer. The ideal candidate has at least 3 years' professional experience with focus on financial management.

As part of the Finance team and in close coordination with program managers, finance officers and directors, the Finance Officer will provide financial services to the organization and ensure accurate financial information and compliance with internal financial procedures and reporting standards.

MAIN RESPONSIBILITIES:

Working under the supervision of the Chief Financial Officer, the Finance Officer's tasks and responsibilities will include:

- Prepare accounting documents and ensure they are accurate, complete and in conformity with Financial Manual and reporting standards;
- Process accounting entries relating to expenditure, payments, money transfer, swap, etc.;
- Register and dispatch approved Purchase Approval Forms;
- Manage Petty Cash transactions and inventory in all 3 currencies (CHF, EUR, USD);
- Receive and process invoices in the accounting software and generate the payment through e-banking;
- Make general ledger account and collective account reconciliations;
- Carry out monthly reconciliation of intercompany accounts;
- Carry out monthly reconciliation of bank balances with bank statements of multiple accounts and currencies;
- Carry out monthly Field accounts reconciliation;
- Prepare HR cost allocations and review regional cost allocation;
- Assist in the preparation of programs/projects financial reports;
- Coordinate project audits;
• Participate in year closing and statutory audit;
• Provide advice, trainings, and coordinate with regional finance colleagues;
• Participate in reviewing / implementation of Internal Control Systems;
• Participate in the implementation of the accounting system;
• Perform filing and general administrative tasks.

PROFILE:
The successful candidate will have:

Education
• Degree in Finance/Accounting, or ‘CFC’ - Certificat Fédéral de Capacité (Vocational certificate) in business and administration.

Experience and finance skills
• Minimum 3 years’ experience in finance /accounting; experience with an NGO and with analytical accounting an asset.

Language skills
• Fluent in English (written and spoken); Fluent in French is an asset.

Computer skills
• Advanced knowledge of Microsoft Office, Spread sheet and Word-processing programmes; Knowledge of Accounting software an asset (Navision).

Other competencies
• Planning and Organisational Skills;
• Teamwork and interpersonal skills;
• Attention to detail and accuracy;
• Capacity to work under pressure and to adapt to changing priorities and needs;
• Familiar with Swiss GAAP.

The ICJ is an equal opportunities employer and offers a competitive salary package.

APPLICATIONS should be addressed with your resume (maximum two pages), a cover letter (maximum one page), and the names of at least two references:

• By email to: recruitment@icj.org
• Ref: Finance Officer

The deadline for applications is 31 August 2022, midnight Central European Time (CET).

Please include “Finance Officer” 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.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

Only candidates with the relevant work authorization will be considered.

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted.
The ICJ is committed to the principle of equal employment opportunity and value 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.

ICJ staff must adhere to its Code of Ethics which states that discrimination, bullying and harassment in any form will not be tolerated, nor sexual harassment, violence or assault in any form. The ICJ conducts systematic reference checks to confirm the absence of such misconduct during previous employments.