

VACANCY ANNOUNCEMENT

September 2026

Director of Finance & Operations (60%)

Job location: Geneva, Switzerland. Hybrid: minimum of one day per week worked from the office¹.

Activity rate: 60%, preferably spread across 4 days per week. Working hours are flexible.

Target start date: between November 2026 and early 2027.

Reports to: Secretary General. **Supervises:** Head of Accounting, HR Manager and Head of Grants Management & Donor Compliance

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. 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.

Over the past seven decades, the ICJ has been able to improve the lives of millions of people using this approach, and it continues to work tirelessly to support civil society, legal professionals and the institutions that strive to protect the most vulnerable. Our vision, purpose and mission are presented on [icj.org](https://www.icj.org).

The ICJ's latest Annual Report is available on [this page](#).

Role Overview

As a member of the Senior Management Team, the Director of Finance & Operations provides strategic direction on finance and operations and consolidated financial oversight across the ICJ's headquarters and regional entities, in support of the implementation of the Secretary-General's vision and the ICJ's Strategic Goals. The role sits above three functional leads - the Head of Accounting, HR Manager, and Head of Grants Management & Donor Compliance - who own day-to-day management of their respective functions. The Director's role is to set direction for Finance, HR, Compliance, IT and Administration, coordinate these functions across headquarters and regional offices, maintain a consolidated organisation-wide financial view, and represent Finance, HR and Compliance at Senior Management, before the ICJ's Executive Committee and auditors.

¹ For cross-border workers minimum office attendance is 60% of working time.

Main Tasks and Responsibilities

Advising the Secretary-General, the Director of Finance & Operations holds the following responsibilities:

Strategic financial oversight

- Provide strategic direction for the ICJ's financial and administrative operations and lead the ongoing transformation of corporate services (Finance, HR, Compliance, IT and Administration) under the Secretary General's leadership.
- Maintain a consolidated, cross-regional view of the organization's financial position - budget planning, cashflow, financial strategy and analysis - working through the Head of Accounting rather than managing transactions directly.
- Prepare the annual combined Financial Statements for the ICJ group, with the help of the Head of Accounting.
- Review and approve budget proposals and major amendments ahead of submission to donors (core and project level) and participate in design where appropriate, in coordination with regional teams, fundraising and compliance staff.
- Prepare the global organizational budget and the core donor budget and reporting, in coordination with relevant teams across the organisation.
- Present quarterly and annual financial statements to the Secretary-General and the Executive Committee.
- Participate in the strategic management of the ICJ as a member of the Senior Management Team, and provide financial advice to the Secretary-General and the rest of the Management team.

Compliance, risk and governance

- Ensure the highest standards of financial management and accountability; protect donor funds through the highest fiduciary standards by coordinating audits and ensuring compliance and risk management.
- Set direction for, and participate in maintaining, the organization's internal control system and financial and HR policies and best practices across all ICJ offices.
- Oversee the review and periodic updating of the organization's Internal Control System (ICS) Manual, ensuring that it remains aligned with applicable policies, legal and contractual requirements, and organizational best practice.
- Ensure the ICJ's compliance with contractual and legal obligations. Oversee registration of ICJ legal entities in countries where ICJ operates an office, and serve as the central point of contact for Power of Attorney for ICJ local representatives.
- Serve as Treasurer for ICJ regional entities whose statutes provide for this function.

Coordination across Finance, HR, Compliance, IT and Administration

- Coordinate closely with the Head of Accounting, HR Manager, and Head of Grants Management & Donor Compliance to ensure alignment, efficiency and a consistent standard across functions and regions - as the escalation and decision point above three functionally strong, largely self-sufficient teams, not as their day-to-day manager.
- Set strategic direction for HR policy, remuneration frameworks and organizational development; the HR Manager retains ownership of day-to-day personnel administration, recruitment coordination, and employee relations.

- Ensure IT systems and office administration are fit for purpose and cost-effective, setting direction and approving investment within budget; operational management and maintenance are delegated to relevant staff or external providers.
- Provide regional offices with strategic advice and guidance on Finance, HR, Administration and IT issues, as an escalation point rather than a first line of support.
- Foster an open and supportive working environment at the ICJ.

Profile

The successful candidate 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, an asset;
- A minimum of 10 years of experience in finance, accounting and audit, including a minimum of 5 years at senior management level; a solid background in financial information systems, reporting and budgeting;
- Experience with Swiss GAAP required;
- Experience in HR management at a strategic/oversight level;
- Working experience in an international NGO or international organisation, including experience managing finance across headquarters and regional offices in several countries, is a strong asset;
- Experience leading successful corporate services transformation is a strong asset.

Language & computer skills

- Fluent written and spoken English; sufficient French to operate effectively in a professional setting.
- Strong computer skills, comfort and familiarity with technology systems;
- Working knowledge of NetSuite is a strong asset.

Essential Skills

- Proficient knowledge of and experience with relevant Swiss legislation required;
- Knowledge of and experience with compliance regulations for international NGOs in Switzerland highly desirable;
- Familiarity with administrative, human resources and office management systems and processes desirable;
- Excellent communication and management skills, with a demonstrated ability to provide supportive advice to staff on finance issues;
- Ability to hold a consolidated, cross-regional view of a multilocal organization's finances, and to coordinate effectively with strong functional leads;
- A problem-solving, proactive approach to challenges, and demonstrated experience improving financial processes and information systems;
- Excellent interpersonal skills and ability to work comfortably as a team player and

thrive in a fast-paced, multicultural environment;

- Commitment to and understanding of human rights issues.

Please appreciate that no relocation package is available for this position.

What we offer

- A strategic leadership role in a respected international human rights organisation with global reach and impact.
- Broad responsibility across finance, people, compliance, IT and administration, with organisation-wide impact.
- An international and values-driven working environment with highly dedicated colleagues.
- The opportunity to ensure the operational foundations that enable the ICJ's work on human rights and the rule of law worldwide.
- Flexible working hours and hybrid work arrangements.

Applications

If you are interested in this role, please apply **by 18 October** via the [Jobup.ch](https://www.jobup.ch) **Easy Apply** feature on this link: <https://www.jobup.ch/en/jobs/detail/50a4e129-0868-4219-be5c-cc1bec57e8e7/>

Please upload your CV (not longer than 2 pages) and complete the cover letter section. Certificates do not need to be uploaded, they will be requested at a later stage.

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 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.

ICJ is an equal opportunity employer and 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 the ICJ does not tolerate discrimination, bullying and harassment in any form, nor sexual exploitation, abuse or harassment. The successful candidate will be required to pass a background check.

ACCESSIBILITY NOTICE: Applicants with disabilities who require reasonable accommodation throughout the recruitment process may send their requests by email to recruitment@icj.org, or call +41 229 793 833.