



CARE INTERNATIONAL SECRETARIAT

JOB DESCRIPTION

Position Title:	Finance Assistant
Work %:	80%
Grade:	II
Location:	Geneva
Supervisor:	Accounting and Finance Manager
Start date and duration:	ASAP and for 1-year maximum duration contract

Background

At CARE International, we seek a world of hope, tolerance and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a global leader in the movement to eradicate poverty and achieve social justice. In 2018, CARE worked in 94 countries and reached more than 80 million people with an incredible range of life-saving programs. The protection and empowerment of women and girls lies at the core of all we do because poverty cannot be overcome until all people have equal rights and opportunities.

At the heart of CARE's confederation is a Secretariat based in Geneva, Switzerland with offices in Brussels, London and New York. The CARE International (CI) Secretariat strives to achieve global cohesion across CARE's members and country offices in ways that ensures all parts of CARE achieve greater impact, efficiency and effectiveness.

We seek dynamic, innovative thinkers to further our mission. We believe that a united global movement has the power to end the injustice of poverty. If you do too, join us.

Position summary

The role of the Finance Assistant is to support the Secretariat's Accounting and Finance Manager carry out professional accounting work related to the preparation and maintenance of financial records at the CI Secretariat (with offices in Geneva, London and Brussels), and assist in the management of funds jointly owned by the CI membership.

Specific Tasks but not limited to

- 1. Carry out general accounting for all CI Secretariat transactions in accordance with generally accepted accounting principles (approx. 45%)**
 - 1.1 Review and analyse invoices and other requests for payment e.g. travel expense claims and intercompany billing, assist in the credit card process and ensure policies and procedures are followed and supporting documentation and required approval obtained.
 - 1.2 Code and ensure accurate and timely data entry into the Secretariat's financial information system by performing various accounting functions primarily relating to accounts receivable, accounts payable and general ledger including balance sheet reconciliations.
 - 1.3 Assist the Accounting and Finance Manager with the preparation of quarterly management accounts, annual financial statements and responding the auditor's requests to documentation.

1.4 Liaise with other CARE entities in connection with intercompany billing.

1.5 Support in issuing quarterly membership contribution invoices.

2. Assist in the management of the CI Secretariat treasury function (approx. 20%)

2.1 Prepare, code, enter in the accounting system and file bi-weekly batch payments from the Secretariat's electronic banking system.

2.2. Track and record income received into and other payments made from the Secretariat's bank accounts, update tracking summaries and ensure adequate supporting documentation is obtained.

2.3 Track, reconcile and code petty cash.

2.4 Follow up with CI Members and other parties to help ensure amounts due are received into the Secretariat's bank accounts on a timely basis.

2.5 Prepare monthly reconciliation reports for all Secretariat bank and petty cash accounts.

2.6 Assist the Accounting and Finance Manager in bank and credit card administration.

3. Assist CI Secretariat cost recovery procedures (approx. 5%)

3.1 Assist in the implementation of Secretariat cost recovery procedures, including the raising, coding, entering in the accounting system and tracking of cost recovery / reimbursement invoices and follow up to ensure timely receipt of funds.

4. Other (approx. 10%)

4.1 In charge of the filing and archiving of financial documents

4.2 Act as the back-up of colleagues during vacations

4.3 Any other tasks assigned by the supervisor and Head of Finance & IT

Decision making authority

The Finance Assistant reports directly to the Accounting and Finance Manager, who supervises the implementation of the Secretariat's financial rules and regulations and is accountable to the Head of Finance & IT. The Finance Assistant's decision-making authority is defined by the Secretariat's financial rules and regulations and the Employee Handbook and is delegated by the Accounting and Finance Manager.

Key contacts

Internal: Head of Finance & IT, Accounting and Finance Manager, Head of HR & Administration, Deputy Secretary General, Human Resources Officers, Executive Assistants and CARE finance staff from CARE members and Country Offices.

External: Auditors, bank officials, accounting services provider, external suppliers.

Working conditions

The position is an **80% position** based in **Geneva**. Travel is not normally required. The small size of the Secretariat team requires an amount of flexibility and a certain capability of working independently is required.

Qualifications & experience

- Relevant Commercial diploma or equivalent accounting qualification
- A minimum of 5 years relevant experience in Switzerland working in an accounting services department
- Excellent knowledge of Wineur and Excel
- PeopleSoft accounting software a plus
- Excellent spoken and written English and French

Skills & competencies

- Strong data accuracy and attention to details
- Team work spirit
- Excellent interpersonal skills
- Adaptability
- Committed to CARE mission and vision

How to Apply

CARE International Secretariat offers the chance to work with a great team and make a difference to the world. In addition to a competitive salary, we offer generous holiday benefits and substantial pension contributions to the successful candidate.

CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. CARE International reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer.

By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.

Interested and qualified candidates should submit their **CVs and a cover letter in English** to **recruitment@careinternational.org** by **April 22nd 2019**. Only shortlisted candidates will be contacted.

More Information on CARE International is available at www.care-international.org

CARE International Secretariat is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, to apply to become a part of the organization.