

The International Cocoa Initiative (ICI)

Job Description

Finance and Accounting Assistant (3 year assignment, based in Geneva)

Under the supervision of the Finance Officer, the **Finance and Accounting Assistant** is responsible for providing financial and accounting services in order to ensure effective, efficient and accurate financial operations.

MAIN RESPONSABILITIES

Payment Management

- Collect, record and prepare invoices for payment process end-to-end, including preparation of journal vouchers and input into e-banking;
- Control signature authority, and compliance with ICI policies and contract terms before payment submission;
- Follow-up with country offices' cash needs and cash advances requests;
- Contact with local staff and consultants where applicable for travel advances needs, per diems, and payment of expense statements;
- Monitor bank transactions and prepare journal entries as needed;
- Manage petty cash;

Accounting and Bookkeeping

- Prepare and input bookkeeping entries into the general ledger;
- Follow up on staff credit card expenses;
- Prepare monthly bank reconciliations per project account;
- Maintain organized, up-to-date filing of electronic and hard copies of all financial documentation and reports

Budget and Cash flow

- Input project and office budgets to financial system, and update as necessary;
- Maintain analytical codes in financial system for project and office budgets;
- Create and send invoices for contributions and project funding based on agreed contract schedules, and track and follow-up on receivables;
- Provide information to programme team about projects' budget and cash flow situation;
- Perform other finance related relevant duties as assigned by the Finance Officer and/or Director Finance & Support Services
- Occasional back-up support for office administration during vacation or absence of Head of Administration

SPECIFICATIONS (MINIMUM REQUIREMENTS)

Education:

- Degree in business management, brevet fédéral en finance et en comptabilité or equivalent
- Solid experience in finance and accounting
- 3 years of similar experience, ideally within a non-profit environment.

Skills:

Technical Skills:

- Good knowledge of financial and accounting practices in Switzerland.
- Knowledge of accounting software (SunSystem a plus)
- Excellent knowledge of Microsoft Office tools, in particular Excel
- Fluency in English and French

Personal Traits:

- Proactive, flexible, at ease working in a fast-paced environment.
- Organized, conscientious, precise, high attention to detail.
- Team player, helpful, proficient at successfully handling multiple tasks.

NB: ICI has **zero-tolerance** for all forms of child neglect, abuse (sexual, physical, emotional, and psychological) and exploitation (sexual and commercial).

ICI commits to put the best interest of the child first, and at the centre of its work, irrespective of a child's ability, ethnicity, faith, gender, sexuality and culture.

ICI recognizes its responsibility to ensure and to promote a safe and secure environment for children. To effectively manage risks to children, ICI requires the commitment, support and cooperation of all staff, associates, partners, suppliers, service-providers and visitors. By applying at ICI, you automatically agree to the above term and uphold the principles described herein

How to apply:

Please send applications in English (including a cover letter and your CV) at hr@cocoinitiative.org by the 15th of March 2019.

Only those candidates who match the above requirements and who have been selected for interview will be contacted.