



International Cocoa Initiative (ICI)
Terms of Reference
Finance Officer (100%)

The International Cocoa Initiative is looking for a Finance Officer to join an expanding team dedicated to tackling child labour in cocoa production.

Under the supervision of the Director of Finance & Support Services, responsibilities will include budgeting and monitoring of expenses, financial management and reporting for projects, and supervising the accounting/bookkeeping work. The successful candidate will ensure high quality, accuracy and consistency of their work in full compliance with ICI's policies and financial procedures.

MAIN TASKS AND RESPONSIBILITIES

Accountancy:

- In charge of bookkeeping for the Geneva secretariat, and technical support for the finance teams in national offices
- Ensure account receivables and payables activities are performed accurately and timely
- Ensure all financial transactions are recorded accurately and timely
- Review requests for funds from national offices, ensuring their compliance with approved budgets and ICI's financial policies and procedures
- Prepare and enter accounting journals for quarterly and year-end close
- Prepare monthly reconciliation of ICI accounts and quarterly closure of the accounts; assist national finance staff on any outstanding items on the clearing of accounts
- Prepare monthly bank and cash account reconciliation statements
- Prepare balance sheets, account reconciliations and analysis, income statements, financial reports, etc. as required by the Director of Finance & Support Services
- Help in identifying and resolving accounting discrepancies and other financial related issues
- Calculate payroll, prepare salary and payroll tax payments, maintain payroll documentation, issue of end of year declarations and salary certificates
- Responsible for chart of accounts in financial system, including set-up of new accounts, FX rates, etc.
- Support the Director of Finance in the monitoring (and setting up as necessary) of control systems throughout the entire organization

Budget and project management:

- Support the global annual budget preparation process and subsequent reviews and budget forecast
- Support the monitoring of project and programme expenditure, ensuring that all expenses are within assigned budgets and that budget overruns do not occur. Prepare requests for possible budget amendments as necessary
- Record the stages of financial progress for all projects and programme expenditure and support the monitoring of donor grants, in coordination with ICI finance and programme teams
- Coordinate with national office finance and programme teams on preparing and monitoring budgets, as part of on-going efforts to decentralize budget management

Financial management :

- Identify and implement new tools, revised processes or other changes to streamline financial processes
- Ensure full and strict staff compliance with ICI's financial policies and procedures
- Ensure data integrity in all financial reporting
- Ensure the management and the appropriate filing of the electronic and hard copies of all financial documentation and reports
- Support the Director of Finance & Support Services in the design and the delivery of trainings on accounting, financial management, and financial systems, policies and procedures to ICI finance and non-finance staff
- In coordination with the Director of Finance & Support Services, brief new staff members on finance matters and procedures
- Manage the Geneva Finance and Accounting Assistant, and provide technical supervision of the Ghana Finance Officer
- Perform other relevant duties as assigned by the Director Finance & Support Services, and serve as acting Head of Finance in that individual's absence

Qualifications required :

- Master's degree in accounting or finance
- 5-7 years of similar experience within a non-profit environment; experience working with field offices would be an advantage
- Strong knowledge of financial and accounting practices in Switzerland, and related reporting obligations
- Knowledge of SunSystem and Cresus would be an advantage
- Excellent knowledge of Microsoft Office tools, in particular Excel
- Fluency in English and French
- Conscientious, precise, detail oriented; good analytical skills
- Team player, service-oriented, flexible and 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

Please send applications in English (including a cover letter and your updated CV) to hr@cocoainitiative.org

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

Closing date for applications: 01 May 2019