

Job announcement

- **Position:** Finance and Administration Officer
- **Location:** Geneva, Switzerland
- **Contract Type:** Full-time, open-ended
- **Reporting line:** Director of Operations
- **Closing date for applications:** 19 April 2024

1. JOB SUMMARY

The Finance and Administration Officer implements internal P4P accounting procedures and performs the finance function. Day-to-day accounting is outsourced to an external organization based in Manila, and the Finance Officer serves as the main interface with the Manila accounting team. The Finance and Administration Officer must ensure the smooth functioning of financial systems in place, the integrity of accounts, and the provision of reliable financial information to a range of stakeholders. The Finance and Administration Officer ensures that project staff receive the necessary support for the sound financial management of projects and accountability towards donors.

2. KEY RESPONSIBILITIES

a) General Accounting

- Code all income and expenses according to the Foundation's accounting structure and ensure that all transactions are properly documented.
- Support the preparation of financial reports as needed (Balance Sheet, Project reports, and other ad hoc reports).
- Support payment processing and documentation, including compliance with internal and donor procurement requirements.
- Review/record accounts payable and accounts receivable in line with organizational policies, and standards.
- Ensure that the financial system always has up-to-date financial data.
- Establish and maintain the assets register.
- Develop and maintain the Chart of Accounts.

b) Banking

- Ensure that all bank payments are made in a timely manner and in accordance with organizational financial policies.
- Support in reconciling bank statements to the accounting records.
- Support review of banking policies and procedures and their implementation.
- Maintain contact with bank representatives and prepare correspondence on all matters related to P4P bank accounts.

c) Auditing, Financial Management and Reporting

- Support the preparation of financial reports.
- Support both the conduct and management of internal and external audit processes.
- Provide support for the implementation of audit recommendations.
- Support the preparation of management and donor reports.
- Review partners' financial reports and their supporting documents.

d) Budgeting

- Support budget elaboration and management.
- Maintain oversight of staff cost coverage from project contracts.

e) Procurement

- Support the execution and documentation of purchases.
- Support the issuing and revision of contracts and agreements.
- Ensure that all payment forms and supporting documents are properly referenced, organized, and filed and that they comply with internal bylaws, audit, and donor requirements.
- Ensure that all payments are made on time.

f) Taxation

- Ensure that all legal obligations regarding taxation are handled properly.

g) Grant management

Manage the financial aspects of grants and contracts, including proposal budgets, grant compliance, fund requests, and financial reporting.

h) Teamwork and People Management

- Support the development and sustaining of a healthy finance team environment, based on mutual respect and accountability, where team members strive to achieve excellence.
- Provide colleagues and partners with capacity-building support, information, tools, and other resources to improve performance and achieve team/organizational objectives.
- Provide support to volunteers, interns, and other staff as necessary.
- Assist in conducting Partners' financial management capacity assessments.

The responsibilities and tasks listed above are not exhaustive. The Finance and Administration Officer may take on additional tasks related to his/her function, level of competence, and experience, and according to P4P's needs.

3. QUALIFICATIONS AND EXPERIENCE

- Degree in accounting and /or finance management.
- 5-7 years of relevant experience (Experience in the non-profit sector is preferred).
- Excellent English and French communication skills.
- Familiarity with Swiss business-related legal framework, administration, and practices. A very good knowledge of the Swiss accounting framework and Swiss financial and tax regulations is required.
- Ability to work effectively in a start-up environment and adapt to changing demands.
- Ability to handle confidential information with discretion and good judgment.
- Self-motivated, independent, and proactive.
- Strong team player, collaborative, and capable of building effective relationships across all levels.
- Strong problem-solving skills with an eye for detail, showing initiative and working independently.
- Sound planning and organizational skills and a proven ability to meet deadlines.
- Multitasking and ability to work under pressure.
- An interest in peace issues would be beneficial.
- Proficiency in Microsoft Office Products and financial/accounting software.

4. CONDITIONS OF SERVICE

P4P believes that salary levels should be set consistently, ensuring equal pay for equal value, responsible use of resources, and at a level that allows the organization to be as competitive as possible.

Job size and contribution value, local labor market, and requirements to attract and retain talent in favorable conditions are the main factors that structure P4P's compensation framework.

A staff member shall accrue 2.5 days of annual leave per month for each month of service, equating to a maximum of 6 weeks of leave per year.

Staff members are insured for retirement, disability, and death by the state insurance AVS and the pension plan provided by a private insurer (foundation).

P4P entered into a contract with a private foundation to provide adequate coverage for retirement, disability, or death. Details of this plan are available on CIEPP's online platform.

60% of the costs are covered by the employer and 40% by the employee.

P4P operates flexible work hours but requires that all its staff are available daily during the "core periods" of 10.00h to 12.00h and 14.00h to 17.00h.

Employees are entitled to work from home for one day per week.

Please note that P4P cannot facilitate work permits for non-EU/EFTA nationals at this time.

5. JOIN THE P4P JOURNEY

If you seek to join an innovative and forward-thinking organization with a genuine commitment to global peace and security, the Principles for Peace Foundation welcomes you. Embrace the opportunity to collaborate with diverse partners, influence realpolitik, and transform societies at the

grassroots level. Together, we can reshape the landscape of peace processes and forge a path to a more peaceful world.

Come and be a driving force in the Principles for Peace Foundation - where innovation, collaboration, and lasting impact converge.

We value diversity and aim to achieve gender equality, welcoming applications from all backgrounds.

6. HOW TO APPLY

Submit a cover letter and resume/CV detailing relevant experience and qualifications for this role to hr@principlesforpeace.org by the 19 of April 2024. Please include and references

Please note that only short-listed candidates will be contacted.

We reserve the right to close the position early if we consider the number and quality of applications received to be sufficient.

Incomplete applications or applications received after the deadline will be disregarded. Only shortlisted candidates will be contacted.

In case of disability, please mention any adjustments that will assist you in attending the written test/ interview or undertaking this post.

The applications will be treated confidentially.