



**FINANCE SPECIALIST (ref. 2019-04)**  
**(9-month contract / consultancy or short-term contract)**

## **Background**

The Global Community Engagement and Resilience Fund (GCERF) is a not-for-profit Swiss foundation based in Geneva. GCERF is the first global effort to support local, community-level initiatives aimed at strengthening resilience against violent extremist agendas. The Organisation provides support to community-level initiatives that seek to address locally specific drivers of violent extremism. The fund is currently managing grants in Bangladesh, Kenya, Kosovo, Mali and Nigeria and will be expanding into the Philippines and Tunisia in 2019.

GCERF's approach to financial management is guided by imperatives of accountability and value for money. The Organisation has strong processes in place to ensure transparency and proper use of funds both at the Secretariat and at the grantees' level.

The finance function has two distinct roles:

- General finance function, and
- Grant finance function, which aims to support Portfolio Management Specialists in managing fiduciary and financial matters relative to the grants they are responsible for.

## **Purpose of the position**

The current level of activity, the complexity of financial operations in a changing environment and the need to continue developing the finance function necessitate the creation of a Finance Specialist within the finance and compliance unit.

Under the supervision of the Finance & Compliance Manager, the Finance Specialist is involved in a number of activities in both general finance and grant finance. In particular:

- The Finance Specialist is responsible for the accounting function and manages a number of other general finance activities including financial reporting to donors;
- The Finance Specialist is heavily involved in the development and maintenance of the tools and guidance documents used by GCERF and its grantees in relation to grants



This is a newly created position within GCERF's Organisational chart. The position is currently advertised as a short-term position in light of the current changes and the planned implementation in new beneficiary countries in 2019. The position might be extended and/or converted to a permanent position upon availability of budget and confirmation of the appropriateness of the proposed finance set-up.

## Accountabilities and responsibilities

1. **General finance work** (60% level of effort): Ensure that accounting processes, donor reporting and financial analysis are carried out in a timely, compliant and accurate manner. Oversee the Treasury function.
  - The Finance Specialist takes ownership and responsibility for of a number of general finance activities:
    - Accounting: supervise day-to-day and monthly close accounting activities, including the preparation and/or review of accounting entries as well as monthly analysis of balance sheet and P&L accounts,
    - Payments: ensure timeliness, accuracy and compliance of payment requests processed by the Accountant,
    - Treasury: prepare cash-flow projections and options to limit foreign exchange risks, and
    - Donor reporting: prepare accurate and timely reports to donors,
  - Support the external audit of GCERF as well as specific donor audits, ensuring that documents and schedules are ready and that timely responses are provided to the auditors,
  - Support the Finance Manager during the development or updates of the Annual Budget, ensuring accuracy and consistency with proposed activities and preparing overviews and scenarios as needed
  - The Finance Specialist acts as back-up of the Accountant and Finance Manager as needed in case of absence
2. **Grant finance work** (40% level of effort): Ensure that the data and tools used by grantees and the GCERF finance team are accurate, reliable and appropriate



- Grant finance data management: in close collaboration with both the Finance Manager and the Grant Finance Specialists, the Finance Specialist takes overall responsibility of and serve as the focal point across the entire portfolio for the maintenance and improvement of the grant finance database:
  - Integrity of data: the Finance Specialist ensures that the grant finance database is fully up-to-date at all times (including grant commitments, disbursements made to grantees, expenses reported by grantee, expenses validated by GCERF, etc.),
  - Accuracy of accounting records: the Finance Specialist ensures that grant finance activities are reflected properly and on a timely basis in GCERF's records,
  - Reporting: the Finance Specialist provides support and suggestions in the preparation of relevant reports/dashboards to allow for improved analysis of the portfolio financial performance
- Financial examinations and other services provided to grantees: the Finance Specialist supports the Finance Manager in managing the financial examinations and other services provided by third-party audit firms. S/he takes ownership of the reports provided by those firms, and works with Grant Finance Specialists to ensure that findings are addressed in a timely and appropriate manner by grantees,
- Risk assessment and performance measurement: in close collaboration with the Grant Finance Specialists, the Finance Specialist takes responsibility for the periodic risk assessment and performance measurements processes across the grant portfolio.
- Tools and guidance: the Finance Specialist provides support and suggestions to the design, piloting and continuous improvements of processes, tools and documents related to work on grant finance management (e.g. guidance to grantees, budget and reporting tools, assessment templates)

### **Requirements:**

- Bachelor's degree in accounting, finance, business administration and other related areas
- At least four years' experience in finance management – previous experience in audit and/or in grant or finance project management is desirable
- Excellent computer skills, in particular Excel
- Ability to work successfully with cross-functional teams in a multi-cultural environment



- Ability to cope with stress and manage priorities
- Proactivity
- Ability to communicate in both English and French in writing and verbally in a professional context.

## General

Contract Type: 9-months short-term contract or consultancy

All recruitments are subject to availability of funding.

GCERF is committed to diversity within its workforce and encourages applications from all qualified candidates.

The positions are based in Geneva. GCERF offers a competitive salary and benefits package.

## Application Deadline: 10 April 2019

As a part of the recruitment process, shortlisted applicants will be asked to complete a written assignment and participate in an interview process.

**How to Apply:** Please visit the GCERF website at <http://www.gcerf.org/about-us/career-opportunities/>.

Please send an email to [careers@gcerf.org](mailto:careers@gcerf.org) for any question you may have regarding those internships.