

Terms of Reference: Finance Officer – Fixed Term Contract

Date	December 2, 2019
Position Title	Finance Officer, Fixed Term (through 30/09/2020)
Position Location	Geneva, Switzerland

General Terms of Reference

The Finance Officer primarily supports the Head of Finance in bookkeeping and accounting tasks as well as tracks and reports on donor-funded programme budgets. This position is being offered on a part time basis (80%, potentially full-time), as a fixed term contract through 30/09/2020 (maternity cover).

Responsibilities

Bookkeeping and accounting:

- Manage outgoing/incoming payments and process daily journal entries accordingly
- Ensure accuracy of bookkeeping entries and the correct application of VAT rates
- Prepare and execute payments to vendors
- Maintain the organisation's Chart of Accounts and manage all accounting archives
- Prepare quarterly VAT returns for Geneva tax authorities by reconciling VAT GL accounts
- Prepare month-end closing by reconciling bank statements and bookkeeping entries
- Manage year-end closing and assist with preparations for the annual audit

Payroll:

- Process the monthly payroll for all employees, including expenses, pension and social security contributions
- Work with external payroll services in Switzerland, India and the UK to ensure accuracy of all required information and individual deductions
- Collect and manage team expense reports and related processes
- Provide periodic HR cost reports, maintain and update employee payroll files

Donor-funded budgets:

- Prepare financial reports to donors (mid-term and final reports)
- Track and monitor spending by cost category against projects' budgets
- Work closely with the Head of Finance in preparing quarterly consolidated management reports on donor budgets against annual fundraising targets
- Work with Programmes and Fundraising departments in line with the project management cycle and ensure 100% compliance with donor reporting requirements
- Support external project audits if/when required by donors

Qualifications

- A Professional Degree (CFC) or Bachelor degree in Business, Finance or Accounting
- At least 4 years of experience as a bookkeeper or finance officer in a fast-moving office environment
- Strong analytical skills, experience with Swiss GAAP a plus
- Excellent attention to detail
- Ability to work independently and to deadlines
- Enthusiasm for making efficiency improvements to existing processes
- Fluency in written and spoken English
- Solid skills in the use of MS Office programs and general aptitude for the use of IT systems
- Knowledge of and enthusiasm for the environment or sustainable development a plus

Start Date

It is preferred that the successful candidate would be able to start the role in January 2020.

Salary Range

The salary for this role will be commensurate with qualifications and experience.

Closing Date

Applications for this role will close on December 13th, 2019. We regret that we cannot confirm receipt of your application by email. Successful candidates will be contacted for an interview.

Applications

Please submit a 1-page cover letter and a CV to recruitment@goldstandard.org.

About Gold Standard

Gold Standard is a standard body that stands for the best that can be achieved in climate and development projects. It was established in 2003 by WWF and other international NGOs as a best practice standard to ensure projects that reduced carbon emissions under the UN's Clean Development Mechanism (CDM) also delivered sustainable development benefits. Gold Standard now has more than 80 NGO supporters and 1700+ projects in over 80 countries, creating billions of dollars of shared value from climate and development action worldwide.