

Finance and Administration Manager

HAP International is a partnership of humanitarian agencies dedicated to building a system of self-regulation based upon quality management and accountability principles, with a specific commitment to making humanitarian action accountable to its intended beneficiaries.

HAP is now seeking to recruit a Finance and Administration Manager for its Secretariat in Geneva.

This post is responsible for ensuring that HAP's financial and administrative management systems are conducted in compliance with relevant standards and meet the needs of HAP's budget holders and donors.

Reporting to the Executive Director, the Finance and Administration Manager will provide financial and administrative management for the HAP International Secretariat and its programme. The successful candidate should be educated to degree level with a minimum of 3 years experience in a comparable position and ideally with a sound understanding of financial reporting and budget monitoring, good knowledge of the Swiss legal environment and experience in the international humanitarian system.

Specific Responsibilities:

Financial Management: Ensure that HAP International meets required financial management and reporting standards

- Ensure that HAP International meets due diligence requirements with regard to financial management and risk management;
- Prepare/consolidate the Secretariat annual budget;
- Management of outsourced accounting and audit contracts;
- Monitor expenses against budgets;
- Management of cash flow;
- Approve expenditure up to a level agreed with the Executive Director;
- Ensure timely payment of suppliers invoices;
- Monitor all bank movements and statements;
- Prepare quarterly and annual financial reports as well as analytical reports;
- Ensure all necessary insurance policies are in place;
- Liaise with the Treasurer as required;
- Arrange annual audit;
- Ensure that audit recommendations are followed through;
- Monitor and follow-up membership fee payments and donor pledges;
- Ensure that all donor reporting requirements and other funding conditions are met;
- Manage cost recovery procedures and invoicing in agreement with HAP's budget holders and Executive Director;
- Ensure adequate communication with the external accountant
- Preparation and final responsibilities for book keeping;
- Prepare the financial section of grant applications for donors.

Human Resources Administration: Ensure that the HAP Secretariat complies with the Swiss employment law and regulations of human resources administration.

- Prepare contracts for staff, consultants and interns;
- Ensure all administration related to social security schemes (AVS, LAA, AI, LPP);
- Liaise with the office cantonal de population on work permits;
- Responsible for payroll administration;
- Ensure tax declaration and payment, *impôt anticipé* tax claims (refund of withholding tax applied on credit interests), employees withholding taxes declarations.

Integration: Provide advice and other practical support for the furtherance of HAP International's other mandated and core functions:

- Strategic planning, work planning and budgeting;
- Identification of good practices of accountability and quality management in humanitarian action;
- Provision of development services for strengthening performance in quality management and accountability;
- Promoting research into the business case for accountability and quality management;
- Advocacy for the promotion of humanitarian accountability.

Behaviour and Attitude: Engage in effective and proactive team work recognising the abilities of others and utilise cooperative approaches.

- Work with colleagues and HAP members in a cooperative way;
- Portray helpful and open attitude to colleagues and all stakeholders;
- Display respectful attitude to colleagues and all stakeholders;
- Behave in accordance with the HAP Code of Conduct;
- Act with professional integrity and commitment.

Person Specification

Essential

The Finance Manager must have proven competence in the following areas:

- Numeracy/book-keeping skills
- Financial reporting and budget monitoring
- Donor reporting
- Good knowledge of Swiss legal environment
- Written and spoken English and French
- Office software, including designing spreadsheets, database forms etc
- Demonstrated self-learning /problem solving capacity
- Pragmatic and flexible service-orientation
- Team player
- Excellent time-management skills
- Flexibility and adaptability
- Commitment to HAP International's mission and vision

Preferred

- Knowledge of humanitarian organisations
- Experience in an organisation based in Switzerland.
- **Education and experience**
- Relevant degree in business administration or similar
- At least three years experience administering a small office or business

Terms and Conditions

Open-ended contract

Location: Geneva Switzerland

Applications

Interested candidates should submit their applications (in English) by email to:

secretariat@hapinternational.org. Please send your CV, with covering letter, and names of three references (two of whom should be previous employers) and mention *Finance Manager* and your *name* in the subject line.

Deadline for applications: 3 January 2012

Please note that we can only consider the applications of Swiss or EU citizens. Applications from non-EU citizens who already have a valid work permit for the canton of Geneva will only be considered when a copy of the permit is sent with the application.