



Franciscans International (FI) is seeking candidates for the position of

FINANCE AND ADMINISTRATION OFFICER

About the Position

Title: Finance and Administration Officer
Department: Finance
Location: Geneva, Switzerland
Reports to: Executive Director
Contract: full-time (100%) and permanent position.
Expected start date: 1 September 2024 or as soon as possible depending on availability.

POSITION SUMMARY

Financial and administration services are central to the advocacy work of Franciscans International (FI), towards the wider respect for human rights, peace, and environmental justice. The Finance and Administration Officer works under the supervision of the Executive Director and alongside the Institutional Development Manager to ensure sound and transparent financial management as well as efficient administration.

The Finance and Administration Officer plays a key role in verifying, booking, and monitoring both general and specific project income and expenses related to the organization's advocacy work at the United Nations (UN) in Geneva and New York, and in the regions where FI operates (Africa, Americas, Asia-Pacific, Europe). As such, the Finance and Administration Officer works in close coordination with colleagues from the advocacy department and from the fundraising and project management department. Finally, the Finance and Administration Officer actively contributes to ensuring that the organization is properly administered and benefits from a sound and well-organized work environment.

About Franciscans International

Franciscans International is an international non-governmental organization, with general consultative status at the United Nations, working for the promotion and protection of human rights. Since its establishment in 1989, FI has used advocacy as a tool to address human rights abuses. From its offices in Geneva and New York, FI relies on the expertise and first-hand information of a large network of partners. We work together with and on behalf of Franciscan orders and congregations, as well as with grassroots movements and other civil society organizations to advocate for structural changes addressing the root causes of injustice.

RESPONSIBILITIES

FINANCE

- **Accounting and Financial Services:** Record monthly all financial transactions in Geneva and New York offices in the accounting system. Receive and file all supplier invoices and ensure payment in due time. Review all employee expense reports to ensure correct completion before approval by their line supervisors. Manage disbursements of petty cash, ensuring all expenses are supported by properly completed vouchers and valid receipts. Keep financial procedures and templates up to date and develop them according to best practices in financial management and donor requirements.
- **Annual Budget:** In collaboration with the ED, prepare the annual budgets for the Geneva and New York offices and their consolidation.
- **Compile and complete budget and quarter reports** ensuring regular cashflow/ budget monitoring is available and comparisons to the annual budget. Provide brief comments and analysis for significant budget variances to be reviewed with the ED before being sent to the International Board of Directors (IBD).
- **Project financial reports and audits:** Prepare financial reports for submission to donors and project audits. Prepare files and all expense records for audits and respond to the auditors' questions relevant to the accounts.
- **General annual audit:** Prepare the annual financial statements of the Geneva and New York offices for annual audit including documents and analysis required for said revision. Facilitate the process of the annual audit of the accounts and financial statements and respond to questions asked by the auditors during the process.

ADMINISTRATION

- **Office Management:** In coordination with the ED, serve as primary liaison with service providers to ensure that the Geneva office facilities are in good order, including office supplies, equipment maintenance, leases, insurance, and vendor management. Keep contact lists accessible and up-to-date. Keep health & safety, safeguarding procedures up to date and help with the mitigation of these risks. Ensure a well-organized and professional work environment.
- **Administration:** Complete annual registrations with relevant administrations and authorities, declare changes of members of the International Board of Directors (IBD), and ensure the Association's official documents (minutes, etc.) in Geneva and New York are in order and filed appropriately. Convene monthly all-staff meetings and make sure minutes are circulated. Assist with any other delegated administrative tasks.
- **Institutional communications and hospitality:** Monitor Franciscan donor relationships, including database management, registration of interests, specific requests, and communications with members of the Franciscan family and other institutional partners on behalf of the ED. Assist the ED in arranging hosting and meeting details for short-term visitors (IBD members, volunteers, and other invitees).

CANDIDATE PROFILE

Experience and qualifications

- Professional certification in accounting.
- Direct experience working with project budgets, expenses and payments in different currencies from and to various countries.
- Minimum of four years' experience in office administration and executive assistance, preferably in an association / NGO based in Switzerland.
- Strong commitment to human rights and to environmental justice, and willingness to play a central role in strengthening the organization's ability to further its advocacy mission.

Expected knowledge & skills

- Excellent accounting skills and mastering of regular accounting transaction types according to Swiss standards.
- Ability to work with different financial frameworks (allocating income and expenses incl. salaries between annual budget, ledgers, and various project budgets) while ensuring coherence and availability of financial information for monitoring purposes.
- Sound knowledge of administrative requirements for associations in Switzerland. Knowledge of corresponding procedures in the United States is considered as an asset.
- Ability to prioritize assignments, plan workload efficiently, and complete tasks within prescribed time and quality standards.
- Ability to work autonomously, with minimum supervision and to proactively take initiatives to improve workflows and practices.
- Ability and readiness to cope with challenges and to find pragmatic and professional solutions to unexpected issues.
- Proven attention to details and diligence.
- Strong interpersonal skills; ability and willingness to work in an international team and to support colleagues.
- Proficiency in oral and written French and English. Knowledge of German, Spanish and/or Italian is considered an advantage.
- Proficiency in cloud-based accounting software as well as in Microsoft Office suite (Microsoft Excel a must). Familiarity with Customer Relationship Management (CRM) software is considered an asset.

FI OFFERS

- A central role in a professional, dynamic and international human rights advocacy organization, with strong connections to grassroots movements in several regions;
- A weekly working time of 37,5 hours (100%), 25 days of annual leave, health insurance allocation and a salary commensurate with experience.

HOW TO APPLY

Deadline for application: **Sunday 9 June 2024.**

Applications should be sent in English by email to Mr. Blair Matheson, Executive Director, at director@franciscansinternational.org specifying "Finance & Administration Officer" in the subject line.

Applications should include:

- A CV;
- A 1-page letter of motivation
- 3 references with contact details – email, phone number and working relation;
- Confirmation that you have a valid Swiss work permit or are eligible to obtain one.

*Franciscans International is an equal-opportunity employer. All interested candidates matching the requirements are welcome to apply whatever their origin, gender, age, and belief. We thank all those who apply. Incomplete applications will not be reviewed, and **only shortlisted candidates will be contacted.***

First-round interviews will be conducted between 17 and 21 June 2024, and the successful candidate should start on **1 September 2024** or as soon as possible depending on availability.