

## Project Finance Administrator (70-100%)

Job title:	Project Finance Administrator
Place of work	Basel, Switzerland
Employment rate:	70-100%
Start date:	As soon as possible
Contract type:	Open-ended

### Basel Institute on Governance

The Basel Institute on Governance is an international and independent not-for-profit organisation working worldwide with the public and private sector to counter corruption and other financial crimes and to improve the quality of governance. As a Swiss foundation with headquarters in Basel, the Basel Institute maintains field operations in Africa, Eastern Europe and Latin America. The Basel Institute is an Associated Institute of the University of Basel.

### Profile

We are looking for a driven and enthusiastic **Project Finance Administrator** with a good understanding of key accounting and financial management principles and an in-depth understanding of project financing, budgeting and accounting, preferably in the context of development cooperation and technical assistance. The post holder's key tasks, described in more detail below, are the financial administration of a variety of interesting international multi-year projects, coupled with routine accounting duties and financial analysis administrative support. S/he is a highly motivated, collaborative and communicative team player who is looking for a meaningful job, is capable of significant levels of multi-tasking while preserving efficiency and accuracy, and is open to feedback and eager to learn. The post holder will be part of the Basel Institute's centralised finance unit (team) supervised by the Head of Operations and will be required to work closely with the project management units of the Basel Institute.

### Responsibilities

- Prepare and populate financial reports, including audit reports and various financial schedules and reconciliations with regard to multiple projects implemented by the Basel Institute, notably in the sphere of technical assistance and advisory services
- Perform ad-hoc financial analysis, including for project-specific contexts
- Administer project contracts and maintain a contract record database to enable the efficient and contract-compliant financial administration of projects

- Proactive and efficient communication with in-house project managers and external project partners when preparing project financial reports, statements and other related and required financial documentation
- Accounting activities, including accounts receivable and payable, journal entries, review and process reimbursements, banking and reconciliations
- File management, including centralised organisation and maintenance of electronic and hardcopy files, both for Institute-wide accounting as well as for project-specific financial administration, including relevant (project) management correspondence, compliance records and other contractual requirements
- Other financial administrative duties as assigned in support of successful project execution
- Handling sensitive or confidential information with honesty and integrity

#### **Knowledge and skills desired**

- Either an undergraduate degree, technical college degree or commercial training (“Handelschule oder kaufmännischer Lehrabschluss”) in accounting, finance or business; or in another related field combined with a professional qualification in accounting or finance
- Minimum of 2 to 4 years of relevant job experience; experience in an internationally operating not-for-profit development/humanitarian aid organisation is an advantage
- Strong financial understanding, including knowledge of financial controls and processes
- Expert/advanced level in MS Excel and proficient in MS Word
- Bookkeeping software experience (ideally SAGE 50, though not a prerequisite)
- Familiarity or experience with Swiss accounting practice is an advantage, including Swiss GAAP FER 21
- Excellent organisational and planning skills, detail-oriented with a high-level of efficiency and accuracy
- Strong ability to effectively and diplomatically communicate cross-functionally
- Strong work ethic and self-starter who can independently identify, quickly analyse, communicate and solve problems
- Ability to work under pressure and meet tight deadlines
- Flexibility to work additional hours during peak periods
- Motivated to take on new challenges and learn as much as possible
- Fluency in English (written and spoken) and proficiency in German (SAGE 50, ebanking in German)

#### **Offer**

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

#### **Application**

Please send your written application (CV, letter of motivation, reference letters and contact details of three professional references; all documents merged in a single PDF file), at your earliest convenience, but no later than **24 January 2021** by email to: **[application@baselgovernance.org](mailto:application@baselgovernance.org)**

For further information about this position, please contact Andrea Poelling, Head of Operations, Basel Institute on Governance ([andrea.poelling@baselgovernance.org](mailto:andrea.poelling@baselgovernance.org)).