

Senior Finance Administrator (team lead)

Job title:	Senior Finance Administrator (team lead)
Place of work:	Basel, Switzerland
Employment rate:	80-100%
Start date:	As soon as possible
Contract type:	Open-ended

About the 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 an enthusiastic and team-oriented **Senior Finance Administrator (team lead)** with solid accounting and financial management skills as well as 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 are routine accounting duties coupled with financial administration of a variety of interesting international multi-year projects. These duties are held and shared equally between all finance experts of the finance team. The post holder has the additional responsibility to coordinate, lead and oversee the work of the finance unit.

The post holder reports to the Head of Operations and will also work closely with the project management units of the Basel Institute.

Responsibilities

- Standard accounting activities, including: accounts receivable and payable, journal entries, review and process reimbursements, banking and reconciliations, quarterly/half-year/ year-end reporting/closing, project-specific and Institute-wide financial audits.
- 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.

- 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.
- Other financial administrative duties as assigned in support of successful project execution or other financial needs of the Institute as directed by line manager of Managing Director
- Handling sensitive or confidential information with honesty and integrity.

Knowledge and skills desired

- At a minimum 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 10 to 12 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.
- Bookkeeping software experience (ideally SAGE 50, though not prerequisite).
- Demonstrated experience with Swiss accounting practise, incl. Swiss GAAP FER 21.
- Familiarity with Swiss VAT and social security procedures, the latter in relation to payroll.
- Proven track record of leading financial audits, incl. close cooperation with external auditor.
- Expert/advanced level in MS Excel and proficient in MS Word.
- Excellent organisational and planning skills, detail-oriented with a high-level of efficiency, accuracy and flare for leadership, coordination and oversight control.
- 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 and solid proficiency 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 **9 May 2021** by email to:

application@baselgovernance.org

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

Equal opportunity employer

The Basel Institute is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.