**Accountant / Finance Administrator**

Place of work: Basel, Switzerland  
Employment rate: 50–60%  
Start date: As soon as possible  
Contract type: Open-ended  
Other: Must be eligible to work in Switzerland

**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.

**Job description**

We are looking for a motivated and enthusiastic Accountant / Finance Administrator with a solid understanding of key accounting and financial management principles, including project financing and budgeting, preferably in the context of development cooperation and technical assistance. The post holder’s key tasks are day-to-day accounting and related financial administrative tasks, including support to financial closings, coupled with financial administration of a variety of interesting international multi-year projects.

The candidate is a proactive and communicative team player who is looking for a meaningful job, capable of significant levels of multi-tasking while preserving efficiency and accuracy, open to feedback and eager to learn. The post holder will be part of the Basel Institute’s headquarter finance team and will be required to work closely with both headquarter and field-based project management teams.

**Key responsibilities**

- Perform standard accounting tasks, including accounts receivable and payable, journal entries, reviewing and processing reimbursements, e-banking and bank reconciliations, preparation and processing of weekly payment run, open debtor reports.
- Provide direct support during the Institute’s quarterly, half-year and annual closings.
• Prepare and populate project-specific financial reports (including invoices and requests for funds) along with supporting documentation, as well as audit reports, financial (monitoring) schedules and reconciliations as required for the project and by the project funder.
• Administer project contracts and maintain a contract database to ensure the efficient and contract-compliant financial administration of projects.
• Perform ad-hoc financial analysis, including for project-specific contexts.
• Fulfil file management needs, including centralised organisation, maintenance and oversight of electronic and hardcopy files, both for Institute-wide accounting as well as for project-specific financial administration.
• Carry out other financial administrative duties as assigned for the effective running of the day-to-day business operations.
• Commit to handling sensitive or confidential information with honesty and integrity.

Qualifications and skills

• Either an undergraduate degree, technical college degree or commercial training (“Handelssschule 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.
• Bookkeeping software experience (ideally SAGE 50, though not prerequisite).
• Expert/advanced level in MS Excel and proficiency in MS Word.
• Excellent organisational and planning skills; detail-oriented with high-level of efficiency and accuracy.
• Strong ability to communicate effectively and diplomatically across functions.
• 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 and readiness to work additional hours during peak periods.
• Fluency in English (written and spoken) and proficiency in German.
• Must be eligible to work in Switzerland in order to apply for this position.
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 20 November 2022 by email to: application@baselgovernance.org

For further information about this position, please contact Ms Irina Mende, Senior Finance Administrator/Team Lead (irina.mende@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.