

Senior Finance Administrator (team lead, 80-100%)

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
Other:	Must be authorised to work in Switzerland to apply

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 motivated, pro-active and team-oriented finance and accounting specialist who is keen to work in an international and fast paced environment.

In this position, s/he leads, oversees, coordinates and actively contributes to the entire life cycle of financial management of the Basel Institute, including financial administration, internal control, quarterly and annual reporting, budgeting and audit.

With an annual budget of currently around CHF 16.5 million (and growing rapidly), the Basel Institute's financial management is complex in that it consists of numerous different financing streams, each of which linked to special accounting and spending criteria, as well as a global portfolio of operations. A willingness to engage not only with numbers but also with the operational aspect of our Institute is critical to well execute the tasks and lead the team. Ideally, the candidate would also have experience working with grants and project funding in the context of international development assistance.

The post holder reports to the Head of Operations, works closely with his/her team members and staff of the Institute's project management teams.

Responsibilities

- Manage and oversee all accounting operations (billing, accounts receivable/payable, cost unit/cost distribution, general ledger, etc.)

- Coordinate and prepare the Institute's quarterly/half-year/year-end reporting, closing and annual audit
- Support the preparation and compilation of the Institute's annual budget, including coordination with project management teams
- Perform controller duties (Institute-wide and for project-specific contexts), including relevant financial analysis, forecasts and report variances
- Administer and comply with cantonal and federal government reporting requirements and tax filings
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Prepare and populate financial reports, including audit reports and various financial schedules and reconciliations for multiple projects implemented by the Basel Institute, notably in the sphere of technical assistance and advisory services
- Oversee administration of the Institute's project contracts, including relevant database, to enable contract-compliant and efficient financial administration of projects
- Handling sensitive or confidential information with honesty and integrity

Knowledge and skills desired

- Ideally Chartered Specialist in Accounting and Financial Management with Federal Diploma of Higher Education (e.g., "Fachausweis im Finanz- und Rechnungswesen") or relevant international type and level of degree equivalent thereof
- Minimum of 7 years of relevant job experience; experience in an internationally operating not-for-profit development/humanitarian aid organisation of a similar or larger size is an advantage
- Bookkeeping software experience (ideally SAGE 50/Infoniqa, though not prerequisite)
- Demonstrated experience with cost unit accounting / cost allocation sheet
- Experience with Swiss accounting practise, preferably 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
- Strong affinity for numbers, as well as knowledge of financial controls and processes
- 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
- 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 **31 March 2023** by email to: application@baselgovernance.org

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

Equal opportunity employer

The Basel Institute on Governance 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. We have been positively evaluated by the Swiss Federal Administration in relation to gender pay equality.