

# Specialist, Finance

Place of work:	Basel, Switzerland
Employment rate:	60-80%
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 a hands-on centre of competence dedicated to promoting good governance and countering corruption for a more peaceful, just and sustainable world. Established in 2003 in Basel, Switzerland, the Institute works with partners worldwide to advance knowledge, practice and policy on anti-corruption, asset recovery and business integrity. With field operations worldwide, it has some 150 staff covering 32 nationalities. The Basel Institute is an Associated Institute of the University of Basel.

## Job description

We are looking for a motivated and enthusiastic Specialist, Finance (Accountant) with a solid understanding of key accounting and financial management principles, including project financing and budgeting. The post holder's key tasks are day-to-day accounting and related financial administrative tasks.

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 is part of the Basel Institute's headquarters finance team and reports to the Senior Specialist / Team Lead, Finance.

## Key responsibilities

- Administer accounts receivables and accounts payables including reviewing, processing, documenting, executing and filing transactions.
- Reconcile bank accounts, credit cards and flight statements received from travel agencies.
- Manage open debtor reports.
- Carry out other financial administrative duties as assigned for the effective running of the day-to-day business operations.

- Communicate proactively with Institute staff as may be necessary to effectively carry out expected tasks.
- Commit to handling sensitive or confidential information with honesty and integrity.

The role may be expanded to include additional responsibilities depending on the post holder's time, capability and professional interest in learning on the job.

### **Qualifications and skills**

- Undergraduate degree, technical college degree or commercial training ("Handelsschule or kaufmännischer Lehrabschluss") in accounting, finance or business, or in another related field combined with a professional qualification in accounting or finance.
- A minimum of one to two years of relevant job experience. Experience in an internationally operating non-for-profit development/humanitarian aid organisation is an advantage.
- Strong financial understanding, including knowledge of financial controls and processes.
- Bookkeeping software experience (ideally Infoniqa ONE 50 and Dynamics 365 Business Central).
- Expert/advanced level in MS Excel and proficiency in MS Word.
- Excellent organisational and planning skills; detail-oriented with a high level of efficiency, accuracy and meticulousness.
- Strong ability to communicate effectively and diplomatically across functions.
- Strong work ethic, a 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.

### **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 use the following link to submit your application at your earliest convenience, but no later than 30 April 2026: <https://intranet.basel.institute/job/apply/72>. Applications will be reviewed on a rolling basis.

For further information about this position, please contact **Ms Cornelia Lutz**, [cornelia.lutz@baselgovernance.org](mailto:cornelia.lutz@baselgovernance.org), +41 61 205 55 11.

**\*\*\* Why work with us? Watch this [video](#) to find out more. \*\*\***

### ***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. We have been positively evaluated by the Swiss Federal Administration to gender pay equality.*