

Finance Manager (full time)

Starting date: as soon as possible

Location: Geneva

Contract type: open-ended

Send application to: eclt-jobs@eclt.org

About us

Founded in 2000, Eliminating Child Labour in Tobacco Growing Foundation (ECLT) is an independent, Swiss foundation, based in Geneva, Switzerland with projects around the world. We are committed to collaborative solutions for children and their families that combat the root causes of child labour in communities where tobacco is grown. We advocate for strong policies, share best practices to multiply our impact, and engage rural families so they can benefit from farming while ensuring that their children are healthy, educated, and encouraged to reach their full potential.

General scope of the role

The Finance Manager will integrate into a small team of motivated and highly skilled professionals who work together to improve children's lives. He/she will lead on the overall financial management of the Foundation ensuring it is compliant with relevant legal, statutory and procedural reporting requirements, and that the appropriate internal controls, policies and procedures are in place to support such compliance. ECLT's current budget is circa 6m USD.

Key Responsibilities

- Implements a financial plan that supports the strategic objectives of the Foundation
- Ensures that the financial management is compliant with internal and external regulations
- Leads on budgeting and spent monitoring exercise.
- Prepares annual financial report
- Prepares and follows-up on external audit
- Oversees the financial accounting and periodic reporting
- Ensures finance related processes, systems and policies are updated, fit for purpose and applied
- Takes responsibility for internal and external financial HQ and programme reporting
- Leads on financial management of programmes and projects in collaboration with the programme team
- Advises on project and programme budgets submitted by grantees and sub-grantees
- Introduces and maintains a clear and coherent financial management model for all programme related expenditures
- Reviews grantees' contracts ensuring adequate financial controls and requirements are provided
- Undertakes regular field visits to provide financial on-site support, monitoring of project budget and expenses

- Appoints and instructs local auditors to ensure adhesion to ECLT grants policies and compliance with applicable laws.
- Brings about and maintains an open and trustful collaboration with the Foundation's Treasurer and the entire Board
- Prepares and presents financial information to the Foundation's Board
- Closely collaborates with all departments to consider financial implication of challenges or needs in the financial planning and reporting
- Leads on the review, risk management and strengthening of internal controls with regards to financial transactions and management
- Manages, motivates and develops 1 direct report (Finance Associate)
- Covers for the duties of the Finance Associate in times of absence

Qualifications

- A recognised university degree in Finance or Business Administration
- Federal accounting diploma a strong advantage

Work Experience

- Several years of progressive responsibilities in financial management and first experience in similar role
- Experience in the not-for profit sector, preferably within a foundation
- Experience in financial management of field projects and grants

Required skills

- Able to translate strategic objectives in financial planning
- Good knowledge of an accounting software, preferably Dynamics NAV
- Familiarity with Swiss GAAP and IFRS
- Strong Excel skills
- Understanding of programme and advocacy work in the development sector
- English and French professional proficiency, other language spoken in country of programmes is an advantage
- Demonstrating integrity, analytical and solution oriented
- Self-motivated and proactive
- Attention to detail, meticulous and self-checking
- Ability to work in culturally diverse teams
- Excellent presentation skills and able to convince and adapt to diverse audiences
- Ability to work under pressure and meet challenging deadlines
- Excellent collaboration and communication skills

Further conditions

Regular global travel to all countries where we are delivering programmes (currently Uganda, Guatemala, Tanzania, Mozambique, Indonesia & Malawi) or intend to start programmes. Travel time may take up to 15-20% of work.

Applications

We are looking forward to receiving your full application (CV, maximum 2 pages motivation letter, Diplomas and Work Certificates).