

Financial Administrator (40-50%)

Job title:	Financial Administrator
Place of work:	Basel, Switzerland
Employment rate:	40%-50%
Start date:	February/March 2019
Contract type:	Open-ended

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 experienced and motivated Financial Administrator to assist with the day-to-day handling of our financial operations, resources and systems, including internal control checks, to support the Basel Institute's efficient and smooth running of its daily financial administration. As part of the Basel Institute's Resources and Operational Support/Administration team, the post holder will report directly to the Finance Officer and will work closely with relevant project and administration staff of the Institute, as required.

Responsibilities

- Prepare invoices, financial reports and other types of requests for funds (accounts receivables)
- Process payments via e-banking (accounts payables)
- Process staff mission expense and reimbursement statements
- Administration of petty cash (account)
- Maintenance and filing of relevant supporting documentation of proof, receipts and similar financial records
- Administer and maintain the Institute's cost centre listing/file
- Ensure and verify correct application of the Institute's financial rules and regulations, including the Institute's internal control system and standards
- Manage project-specific audits with designated external auditor of the Institute
- Act as contact person for the Institute's banking relationship (Migros Bank)
- Administer the Institute's corporate credit card accounts
- Focal point for all financial administrative matters in the context of the Institute's Secretariat role for Ethics and Compliance Switzerland (ECS) and the International Academy of Financial Crime Litigators (IAFCL), including membership invoicing and tracking
- Provide support to the Institute's annual budgeting process

Requirements

- Technical college degree or commercial training (“Handelschule oder kaufmännischer Lehrabschluss”) in accounting, finance or business administration; or related field or university degree in another field combined with a professional qualification in accounting or finance
- Minimum of 2 to 4 years of relevant job experience; relevant job experience in an internationally operating not-for-profit development/humanitarian aid organisation is an advantage but not a requisite.
- Solid skills and demonstrated experience in Swiss accounting practise and advanced skills in the use of MS Excel
- At ease in using other MS Office programs
- Ideally, but not a prerequisite, experience in financial reporting for projects, including preparing project-specific expenditure and forecast reports, and coordinating their respective external audit requirements
- Ability to work self-sufficiently, with minimal supervision, flexibility and open-mindedness, whilst also being able to engage as an effective team player
- Motivation and interest to work for an internationally operating not-for-profit organisation, in particular but not exclusively with partners in developing and transition countries
- Good knowledge of English in writing and speaking; good working knowledge of another language (especially Spanish) is an advantage.

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 one PDF file), at your earliest convenience, but no later than **10 February 2019** by email to: application@baselgovernance.org

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