

## Financial Administrator/Accountant (60-80%) - maternity leave substitute

Job title:	Financial Administrator/Accountant
Place of work	Basel, Switzerland
Employment rate:	60-80%
Start date:	2 August 2020
Contract type:	Temporary, maternity leave substitute through end March 2021

### 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/Accountant 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 first and foremost work closely with the other finance specialist in the team. As required s/he will also regularly collaborate with relevant project and administration staff of the Institute. The post holder reports directly to the Head of Operations.

### Responsibilities

- Day-to-day operational and financial accounting, including routine bookkeeping tasks such as:
  - preparing invoices, financial reports and other types of requests for funds (accounts receivables)
  - processing payments via e-banking (accounts payables)
  - processing mission expense and reimbursement statements along with filing proof and receipts
- As a team, prepare quarterly financial statements, including internal cost reallocations, deferrals, variance analysis and other related reporting specifications
- As a team, compile the Institute's annual financial statement 2020 (Swiss GAAP FER) and assist with the preparations for the Institute's annual audit of financial statement 2020
- Tax declaration, VAT reporting and other official reporting to local authorities
- Cash flow planning and updating
- Manage project-specific audits with designated external auditor
- Administer corporate credit card accounts
- Provide support to the Institute's annual budgeting process
- In the context of executing all above and related tasks, post holder must know, apply and adhere to the financial procedural rules and policies of the Institute, including internal control frameworks, and other relevant policies as such may apply

## **Requirements**

- Technical college degree or commercial training (“Handelsschule 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 4 to 6 years’ relevant job experience; such work 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
- Knowledgeable about Swiss tax (reporting) law, including VAT
- Experience with SAGE 50 is an advantage
- Experience in financial reporting for projects, including preparing project-specific expenditure and forecast reports, and coordinating their respective external audit requirements is an advantage.
- 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
- Solid German language skills in writing and speaking; good knowledge of English in writing and speaking

## **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 **19 June 2020** by email to: [\*\*application@baselgovernance.org\*\*](mailto:application@baselgovernance.org)

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