

## Administration and Finance Manager (80% - 100%)

### Job Description

October 2024

#### Background

Founded in 2014, the Humanitarian Exchange and Research Centre (HERE-Geneva) is an independent organisation that examines the gaps between policy and humanitarian practice. Our team of experienced researchers and analysts are dedicated to building evidence and putting forward constructive analyses of where the gaps are, and where gains can be made for governments and agencies to fulfil their humanitarian responsibilities and commitments. We have built a track record in working with partners such as donor governments, UN agencies, Red Cross and Red Crescent organisations, NGOs, and foundations.

#### Responsibilities and Tasks

Under the supervision of the Executive Director, who is the line manager, the Admin and Finance Officer is responsible for delivering tasks that ensure the daily functioning of HERE in terms of administration, finances, and related organisational tasks. Due to an increased project portfolio (including positions and project missions outside of Geneva, Switzerland), there is an immediate need for bringing our system and processes up to date with this new reality.

The Administration and Finance Manager's duties include:

##### 1. Finances:

- Prepare and develop the organisation's annual budget and cash flow updates.
- Prepare the financial overview and accounts for Board meetings.
- Co-develop project budgets for commissioned work.
- Keep track and lead on timely financial reporting to donors and partners related to commissioned contracts.
- Liaise with HERE's auditors and facilitate the annual audit.
- Organise and oversee relations with HERE's *fiduciaire* to whom HERE's bookkeeping and payroll have been outsourced.
- Ensure that HERE meets donors' due diligence requirements.
- Monitor and manage HERE's bank account.

##### 2. Administration:

- Keep the overview and ensure updating, when relevant, of HERE policies, including the Board regulations, staff rules, Code of Conduct, and lead on developing other relevant policies as needed, such as a policy for duty travel
- Ensure the proper registration of HERE staff and human resources procedures in line with Swiss regulations, including social security, taxes, and benefits (*allocations familiales*. etc.).
- Ensure efficient recording of working hours of all HERE staff for reporting purposes.
- Ensure the use and continued relevance of HERE's salary grid, including possible inflation corrections.
- Liaise with and report to the regulatory authorities for Swiss foundations.
- Act as the focal point for the Board in relation to keeping track of the terms of office of Board members; manage the onboarding of new Board members
- Manage the administration of recruitment, selection and contracting processes of HERE staff and consultants. Generally, act as focal point for staff on contract HR matters and

ensure that job descriptions and CVs of HERE team are kept up to date to facilitate internal processes, including performance appraisals, submission of project proposals, etc.

3. Logistics:

- Organise the logistics for Board meetings and HERE events.
- Organise and oversee relations with HERE's service providers.
- Act as the focal point for ACAPS/NRC in relation to office matters (rent, suppliers, etc.)

4. HERE's daily functioning:

- Contribute to strategic planning and priority setting.
- Participate in HERE team meetings.

### Qualifications and Requirements

- Relevant academic degree
- At least 6-8 years of work experience in financial and administration in the NGO and/or humanitarian world.
- Working knowledge of Swiss regulations related to human resources, social security, taxes, etc.
- Understanding of humanitarian affairs.
- Experience in planning and organising events.
- Experience working in a small team.
- High proficiency with Microsoft Office Suite, particularly Excel, and preferably with website software (WordPress, etc.)
- French and English fluent (Spoken and written)
- Swiss nationality or valid work permit

### Application Process:

Please send a short cover letter and your CV in English to [research@here-geneva.org](mailto:research@here-geneva.org) before 30 October 2024.

Applications that do not meet the minimum standards in terms of experience or qualifications will generally not be considered. Unsolicited applications not related to this specific job advertisement will not be considered. In view of the expected number of applicants, only shortlisted candidates will be contacted.

Applications will be considered on a rolling basis.