



# JOB DESCRIPTION

## ASSOCIATION CARE International

<b>Position Title:</b>	<b>Finance &amp; Services Assistant</b>
<b>Work %:</b>	50%
<b>Location:</b>	Geneva
<b>Supervisor:</b>	Accounting and Finance Manager
<b>Positions Supervised:</b>	None

### Background

CARE International (CI) is among the world's largest international non-governmental humanitarian relief and development Confederations. Drawing on its 75 years of experience, through its 21 Members, Candidates and Affiliate, as both a practitioner and thought leader, CI's work reaches over 100 countries worldwide to save lives, defeat poverty and achieve social justice.

At the core of the Confederation is a small, globally distributed Secretariat, which provides coordination and support to its Members in many areas as governance, strategic planning, communications, membership development and accountability, advocacy, humanitarian response, and program development. In addition, the Secretariat represents the CARE Confederation at the United Nations and the European Union.

### Position summary

The primary role of the Finance & Services Assistant is to support the Secretariat's Accounting and Finance Manager carry out accounting and controlling work related to the preparation and maintenance of financial records at the CI Secretariat (with offices in Geneva and Brussels). In addition, the Finance & Services Assistant supports the Head of Finance & Services in managing CI Secretariat IT equipment and system access requirements.

## **Specific Tasks - but not limited to:**

### **1. Carry out general accounting for all CI Secretariat transactions in accordance with generally accepted accounting principles (approx. 20%)**

1.1 Review and analyse invoices and other requests for payment e.g. travel expense claims and intercompany billing, in charge of the credit card process and ensure policies and procedures are followed and supporting documentation and required approval obtained.

1.2 Code and ensure accurate and timely data entry into the Secretariat's financial information system by performing various accounting functions primarily relating to accounts receivable, accounts payable and general ledger including balance sheet reconciliations. Complete analysis of receivable and payable balances and follow up (send reminders) outstanding invoices.

1.3 Assist the Accounting and Finance Manager with the preparation of quarterly management accounts, annual financial statements and responding the auditor's requests to documentation.

1.4 Liaise with other CARE entities in connection with intercompany billing.

1.5 Support in issuing quarterly membership contribution invoices.

1.6 Prepare VAT declaration and ensure that taxes are paid properly and on time.

1.7 Support on maintaining and documenting the Internal control checks.

### **2. Assist in the management of the CI Secretariat treasury function (approx. 15%)**

2.1 Prepare, code, enter in the accounting system and file bi-weekly batch payments from the Secretariat's electronic banking system.

2.2. Track and record income received into and other payments made from the Secretariat's bank accounts, update tracking summaries and ensure adequate supporting documentation is obtained.

2.3 Track, reconcile and code petty cash.

2.4 Follow up with CI Members and other parties to help ensure amounts due are received into the Secretariat's bank accounts on a timely basis.

2.5 Prepare monthly reconciliation reports for all Secretariat bank and petty cash accounts. 2.6 Assist the Accounting and Finance Manager in bank and credit card administration.

### **3. IT Equipment and Access (approx. 5%)**

- 3.1 Coordinate with The Head of Finance and IT, the CARE UK IT support function and the Swiss based outsource provider to support the hardware and access needs of CI Secretariat contracted staff.
- 3.2 Maintain the small assets register ensuring that a quarterly review is completed with an annual validation and sign off on existence and ownership of assets.
- 3.3 Maintain register of CI Secretariat Zoom licenses.
- 3.4 Ensure that starters and leavers are set up with appropriate IT systems access and laptops liaising with HR, CI Secretariat managers and IT support.
- 3.5 Assist in the purchase and recycling of IT equipment.
- 3.6 Conduct first reviews of IT costs (from CARE UK and from outsource providers).

### **4. Other (approx. 10%)**

- 4.1 Raise, code and enter cost recovery invoices in the accounting system, track cost recovery / reimbursement invoices and follow up to ensure timely receipt of funds.
- 4.2 Responsible for the filing and archiving of financial documents.
- 4.3 Support other administrative tasks (e.g. office supplies and postage).
- 4.4 Act as the back-up for colleagues during vacations.
- 4.5 Any other tasks assigned by the supervisor.

## **Decision making authority**

The Finance & Services Assistant reports directly to the Accounting and Finance Manager, who supervises the implementation of the Secretariat's financial rules and regulations (Geneva & Brussels) and is accountable to the Head of Finance & Services. The Finance & Services Assistant's decision-making authority is defined by the Secretariat's financial rules and regulations and the Employee Handbook and is delegated by the Accounting and Finance Manager.

## **Key contacts**

Internal: Accounting and Finance Manager, Head of Finance & Services, Finance Officer and Finance Manager in CI Belgium, Head of HR & Administration, Secretary General, Executive Assistants, CARE finance staff from CARE Members and Country Offices and IT Manager and staff in CARE UK.

External: Auditors, bank officials, accounting services and IT provider, external suppliers.

## **Working conditions**

The position is a 50% position based in Geneva. Travel is not normally required. The small size of the Secretariat team requires an amount of flexibility and a certain capability of working independently is required.

## **Qualifications & experience**

- Relevant Commercial diploma or equivalent accounting qualification.
- A minimum of 3 years relevant experience working in an established finance environment.
- Knowledge of GIT and PeopleSoft accounting software are a plus.

## **Skills & competencies**

- Excellent spoken and written English and French
- Well-developed competence in use of accounting systems
- Excellent Excel skills
- Meticulous accuracy and attention to detail
- Team working
- Good interpersonal skills
- Adaptability

*We are committed to preventing all unwanted behaviour at work. This includes sexual harassment, exploitation and abuse, and child abuse. We expect everyone who works for us to share this commitment by understanding and working within the CARE Safeguarding Policy and related framework.*

*CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. CARE International reserves the right to seek information from job applicants' current and/or previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer.*

*By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.*

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. We will seek at least two references, one of which must be your most recent employer. We participate in the Inter Agency Misconduct Disclosure Scheme and will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement of these checks.

- **HOW TO APPLY**

Interested and qualified candidates should submit their **CVs and a brief covering letter of interest in English to [recruitment@careinternational.org](mailto:recruitment@careinternational.org) by 8<sup>th</sup> March 2024.** Only short-listed candidates will be contacted.

More Information on CARE International is available at [www.careinternational.org](http://www.careinternational.org).

***CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.***