



Quaker United Nations Office

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Finance Officer

Job description

QUNO is seeking a part-time (50%) Finance Officer to join its small staff team, based at Quaker House, 13 avenue du Mervelet, Geneva.

ABOUT QUNO

The Quaker UN Office (QUNO) works to promote peace and social justice in the international institutions in Geneva concerned with human rights and refugees, climate change, peace and disarmament and sustainable and just economic systems. QUNO staff work with people in the UN, multilateral organisations, government delegations and non-governmental organisations, to achieve changes in international law and practice, with a view to promoting a more peaceful world.

QUNO holds a unique place in Geneva, with its long history (since 1948) of providing a neutral space for diplomats, UN officials and others to meet informally and off-the-record, to discuss issues and build partnerships which they could not do in a more public or partisan setting.

Our methods and the values on which they are based have resulted in key successes, such as the anti-personnel mine ban treaty, the outlawing of the use of child soldiers, the World Trade Organization's recognition of the need for affordable medicines and helping create the understanding necessary for the Paris Agreement on Climate Change.

For further information please see our website at www.quno.org

DUTIES

Under the direction of the Director, and in liaison with the Committee Treasurer, the Finance Officer is responsible for the following duties:

- Certifies the processing of payments, accounts receivable, voluntary contributions, bank reconciliations, posting to funds and general ledgers;
- Prepares regular financial reports for the Director and the Treasurer on income and expenditure in relation to budget, both core and special projects;

- Ensures that proposed obligations or expenditures are in accordance with accepted financial and administrative practices and the QUNO budget;
- Ensures that accurate and complete accounting, reporting and internal control system function correctly and that all relevant records are maintained;
- In consultation with the Director, prepares twice a year the budget and financial statements for submission to the Treasurer for their report to the Quaker UN Committee (QUNO's Trustee Body), and assists in their presentation thereto;
- Prepares annual financial statements for external audit, and acts as focal point in relation to external auditors;
- Manages the payroll processing including entitlements and benefits with regard to all QUNO staff;
- Analyses and reviews current expenditures and submits recommendations for savings in costs; monitors and evaluates cash flow status and requirements of QUNO; monitors and analyses QUNO accounts and takes appropriate action to correct any anomalies;
- Works with the Director and Programme Representatives on: the preparation of budget proposals prior to submission to donors; the use of funds, so as to ensure their administration in conformity with provisions of project/grant agreements; and the preparation of project accounts and financial reports to donors;
- Participates in the development of accounting policies and evaluates and submits to the Director and the Treasurer recommendations for improvements to financial and internal control systems; advises on the requirements for financial management technology improvements;
- Investigates and advises on matters relating to legal employment, minimum wage, tax, AVS, pension and other employment requirements, liaising with FER CIAM / SAJEC; keeps abreast of Geneva Canton human resource laws and practices.
- Performs other related duties as may be required, including familiarization with staff members' programmes and projects via staff meetings and other team activities.

COMPETENCIES

- **Professionalism:** Demonstrated expertise and knowledge of Swiss, and specifically Geneva Canton, financial management and accounting practices including analytics by cost centres; in-depth knowledge and command of financial administration of resources, of accounting principles and of inventory management. Good judgement and analytical and conceptual abilities.
- **Planning and Organizing:** Ability to establish priorities and to plan, coordinate and monitor own work plan. Proven ability to work under pressure and produce output that is accurate, timely and of high quality.
- **Technological awareness:** Ability to keep abreast of available technology and show willingness to learn new technology; advise on financial system improvements; apply technology to appropriate tasks.

- **Communication:** Ability to write in a clear and concise manner and to communicate effectively orally; and to prepare clear and accurate reports both in English and French.
- **Teamwork:** Good interpersonal skills and willingness to work as part of a small team.

QUALIFICATIONS

- **Work status:** Requirement: Swiss citizenship or Swiss or EU employable status.
- **Education:** Brevet Fédéral Suisse/ or equivalent Swiss professional financial management qualification. Demonstrated qualifications in accounting, business administration, finance or related area.
- **Experience:** A minimum of 5-8 years of progressively responsible experience in financial management or relevant field, preferably in the voluntary (NGO) sector.
- **Languages:** An ability to communicate with authorities in Switzerland and to interpret Swiss financial and reporting regulations is a part of the job. Thus strong competency in oral and written French is required. As the working language of the office is primarily English, good oral and written skills in English is also necessary.
- **Other skills:** Solid computer skills, including proficiency in Microsoft package, in particular Excel, and computerized financial packages (current QUNO package is Quickbooks). Knowledge and experience of Swiss and Geneva employment and tax regulations.
- **Sympathy** with Quaker approaches and sensitivity to different cultural backgrounds

CONDITIONS OF SERVICE

Salary: CHF 54,000 gross per annum for a 50% appointment (equivalent to CHF 108,000 gross full time). QUNO also provides employer's contribution to social security, pension and accident insurance. The employee is responsible for and required by law to have health insurance.

Holidays: 27 half days per annum, in addition to Geneva public holidays and in addition to the period the QUNO office is closed between Christmas and New Year. Timing of vacations is to be agreed in advance with the Director.

Closing date for completed applications: 18 December 2022

Interviews: Anticipated for week of 8 - 15 January 2023 (online)

Starting date: 1 May 2023 (or earlier if possible)

TO APPLY

Please send your curriculum vitae and a cover letter by email to gunojob1@quno.ch clearly indicating 'Finance Officer Application' in the subject line.

Your application must be in English and should include:

- Curriculum vitae – A summary of your education and employment history.
- Cover letter – Should include:
 - an assessment of how your experience and qualifications match this job,
 - the names and contact details of three references who we may contact, including, if possible, your most recent employer (indicating whether we should ask you before contacting them), and
 - a statement of the nationality of your passport(s), and of your eligibility to work in Switzerland.

While we are grateful for all applications, we regret that we can only respond to shortlisted candidates.

QUNO is an equal opportunity employer. In keeping with the Quaker testimony of equality, we strive to be an organisation that welcomes, values, and respects the different perspectives of every individual. We embrace diversity and welcome candidates of different ethnic, racial, gender identity, sexual orientation, and religious backgrounds.