



## Quaker United Nations Office

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**JOB TITLE:** Finance Officer  
**REPORTING TO:** Director  
**SUPERVISEES:** None  
**WORK RATE:** 50%  
**CONTRACT:** 3 years (see details in Conditions of Service below)  
**LOCATION:** Quaker House, Geneva, Switzerland  
**STARTING DATE:** September 2024 or as soon as possible after

The Quaker United Nations Office (QUNO), Geneva, is seeking a well-qualified, highly motivated, part-time Finance Officer to join its small staff team, based at Quaker House, 13 avenue du Mervelet, Geneva.

### ABOUT QUNO

Established over 75 years ago, QUNO consists of two offices, New York and Geneva, providing Quaker witness at the United Nations. Working from a belief in the inherent worth of every individual, QUNO Geneva seeks to bring Quaker peace and justice concerns to international processes in the areas of peace and disarmament, human rights and refugees, the human impacts of climate change, and sustainable and just economic systems.

For further information please see our website at [www.quno.org](http://www.quno.org)

### JOB PURPOSE

Under the supervision of the Director, you will have primary responsibility for the smooth financial administration of a small non-profit organisation, ensuring bookkeeping and accounting functions. You will produce regular management accounts in consultation with the Director. QUNO has multiple funding streams, including grant making foundations and individual giving. You will support the Director and programme staff in the development of budgets for funding applications and with financial reporting as required by donors. Working with the Director and the Treasurer you will propose, develop and implement improvements, as needed, to enable efficient financial controls.

### KEY RESPONSIBILITIES

Under the direction of the Director, and in liaison with the Treasurer (a member of the Quaker UN Committee, QUNO's Trustee Body), the Finance Officer is responsible for the following duties:

### *Bookkeeping*

- Certifies the processing of payments, accounts receivable, voluntary contributions, bank reconciliations, posting to funds and general ledgers;
- Manages the payroll processing including entitlements and benefits with regard to all QUNO staff;

### *Accounting*

- Ensures that accurate and complete accounting, reporting and internal control systems function correctly and that all relevant records are maintained;
- Prepares regular financial reports for the Director and the Treasurer on income and expenditure in relation to budget for the organisation, individual programmes and for donors;
- Prepares annual financial statements for external audit, and acts as focal point in relation to external auditors;
- 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;
- Ensures that proposed obligations or expenditures are in accordance with accepted financial and administrative practices and the QUNO budget;
- 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;
- In consultation with the Director, prepares quarterly budget and financial statements for submission to the Treasurer for their reports to the Quaker UN Committee (QUNO's Trustee Body), and assists in their presentation thereto;
- 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;

### *Other*

- Researches 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 QUNO's programmes and projects via staff meetings and other team activities.

## COMPETENCIES

- **Bookkeeping and accounting:** Demonstrated competence in bookkeeping and accounting for non-profit organisations.
- **Knowledge:** Demonstrated expertise and knowledge of Swiss, and specifically Geneva Canton, financial management and accounting practices including analytics by cost centres; in-depth knowledge and experience of financial administration of resources and accounting principles.
- **Judgement:** Good judgement and analytical and conceptual abilities.
- **Planning and Organizing:** Ability to establish priorities and to plan, coordinate and monitor own work plan. Comfortable working alone. 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 years experience in bookkeeping and financial management, preferably in the non-profit (non-governmental organisation) sector.
- **Languages:** An ability to communicate with authorities in Switzerland and to interpret Swiss financial and reporting regulations is a part of the job. 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 are also necessary.
- **Other skills:** Solid computer skills, including proficiency in Microsoft packages, 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.

**Contract duration:** This is offered initially as a 3 year maximum term contract with a period of three months for notice of termination by either party after the probation period (during which the period for notice of termination is one month). Conversion into an indefinite term contract may be possible.

**Holidays:** 13.5 days per annum (equivalent to 27 days per annum full time), 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:** Sunday 4 August 2024

**Interviews:** Anticipated for week of 19 August 2024 (these will take place hybrid)

**Starting date:** September 2024 or as soon as possible afterwards.

## TO APPLY

Please send your curriculum vitae and a cover letter by email to [gunojob1@quno.ch](mailto: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.