

Terms of Reference
Finance Assistant Geneva

BACKGROUND

LAW is an independent, non-profit organisation comprised of human rights lawyers working in fragile and conflict affected areas in the Middle East, Africa and South Asia. We have a particular focus on gender equality and sexual and gender-based violence, natural resource exploitation, rule of law and accountability, and transformative justice, working to bring justice to those who need it most. LAW's ground-breaking work has received international and local media coverage, and recognition.

The Finance Assistant will support the Global Head of Finance to ensure all the relevant financial procedures and transactional documents across all our LAW offices are accounted for and the office is functioning efficiently. The successful candidate will be an enthusiastic and proactive individual who is very organised with an eye for detail and ability to use their initiative.

POSITION DESCRIPTION

Reports to:

Global Head of Finance

Duration:

Immediate start – up to 6 months – possible extension subject to funding

Location:

Geneva office, Switzerland

Hours:

Flexible – up to 20 hours a week

Functions/ Key Deliverables:

The following activities will be carried out by the Finance Assistant who is providing administrative support and on financial procedures:

- Focal point in assisting with financial transactions and queries;
- processing expenses, invoices, procurement, tracking receipts; ensuring proper authorisation is in place
- Accurate posting of transactions in the accounting system
- To coordinate and receive time sheets from LAW staff ensuring these are accurately completed and prepared for submission
- Support the Head of Finance with filing the monthly Journal Vouchers entered into Navision.
- Recording, scanning and filing all supporting documents to be reported to the Donors along with monthly financial reports
- Assist and conduct in preparations for the Audits carried out by Donor's auditors.
- Support and assist in updating trackers for global staff and consultant contracts

- Collate the necessary documents and checks these are correctly completed including approval/signed by relevant and appropriate authorities

Perform any other duties assigned to smooth running of the team.

Required Skills, Qualification and Experience:

- Bachelor's degree in relevant field or equivalent experience;
- Demonstrated work experience in a similar role within a national or complex finance department or team, administration, or procurements management
- Two years track record working with office management and Microsoft packages including MS Excel and MS Word;
- Experience of working with accounting packages would be desirable
- Excellent relationship building skills and a proactive approach to problem solving;
- Strong organization skills and attention to detail;
- Excellent written and verbal communication skills in English
- Experience of working in the NGO sector is preferred but not essential

Deadline for applications: 1st November 2020

Start date: Immediate start

To learn more about us visit our website: <http://www.legalactionworldwide.org>.

How to Apply:

If have the right experience and skills that will add value to LAW we would like to hear from you. In return, join us and be part of the LAW family by making a positive difference to support justice and empower our beneficiaries.

To apply please send an email with your CV and a statement of interest (neither exceeding 2 pages of A4) in English before 1st November 2020
to: recruitment@legalactionworldwide.org.

The subject of the application should read 'Finance Assistant' and you must have the right to work in Switzerland.

- Only shortlisted candidates who meet the criteria will be invited for interviews.
- LAW is an equal opportunity employer.