Administrative and Finance Manager (60-80%)

SUMMARY OF JOB and PURPOSE:

The primary purpose of ICAN’s Administrative and Finance Manager is to support, facilitate and enable the work of ICAN through effective and accountable administrative and financial support. The Administrative and Finance Manager undertakes the day to day running of accounts and information systems and finance and administrative structures and processes to ensure the smooth running of ICAN’s office.

This position is responsible to ensure that ICAN’s administration, budgets, accounts, management and reporting support the campaign and are kept in good order, with accountability to meet the requirements of funders, and Swiss law and taxes as required.

The Administrative and Finance Manager will work under the supervision of the Executive Director.

KEY TASKS AND RESPONSIBILITIES

The Administrative and Finance Manager will:

1. Ensure responsible, accessible book-keeping, finance and information systems and processes to ensure the smooth administration of the ICAN office and its staff;

2. Manage organizational cash flow and forecasting via monthly financial reports,

3. Manage the organisational budgets, ensure accurate records of expenditures and income, be responsible for the prompt payment of invoices and authorisations of expenditure, in conjunction with requests from the ICAN Executive Director, ICAN International Steering Group and its Finance Committee, reconciling petty cash;

4. Handle human resources administration overseeing that staff salaries, taxes, insurances etc. are paid on time;

5. Ensure that annual audits of ICAN finances are conducted, and that adequate preparations are undertaken for the smooth conduct thereof;

6. Assist with the financial reporting to ICAN donors

7. Maintain information systems and administrative files to assist in the work of ICAN;

8. Assist in the smooth running of the office, in cooperation with other ICAN staff, including monitoring usage and, where necessary, procuring or replacing necessary stationery and office equipment.

SUMMARY OF TASKS
Office Administration (supplies, furniture, equipment, office insurances)

Human Resources administration (salaries, social and income taxes, staff insurances)

Budgeting/Financial reporting (cash flow, account reconciliation, income and expenditure monitoring and reporting)

Accounting/Audit (petty cash, data entering, monthly report based on accounting data, document preparation for annual and project audit when necessary)

**REQUIREMENTS**

- University degree in public administration/finance/accounting/management or equivalent.
- At least 5 years of experience in a similar position.
- Knowledge of accounting, budgeting, bookkeeping and grant management required.
- Knowledge of the Swiss social tax system required.
- Fluent English and French.
- Prior experience in NGOs and / or the UN system a plus.
- High level of accuracy, efficiency and professionalism required.
- Planning and organization skills
- Attention to detail and able to work autonomously