

Accounting and Administration Officer (50-80%)

Starting Date: January 2022 or by mutual agreement | *Place:* Zürich, Switzerland



Swiss Capacity Building Facility (SCBF) is a public-private development partnership (PPDP) that funds technical assistance (TA) for financial service providers to develop and upscale client-centred financial products, channels, and services in developing and emerging countries. SCBF is a unique repository of knowledge in financial inclusion, financial sector development and microfinance / microinsurance. Much of this knowledge is contributed by its partners and the 26 Swiss members.

Job Purpose

The **Accounting and Administration Officer** is responsible for all financial matters of the organisation. She/he prepares financial reports, financial reporting to donors and develops the organization's budget. She/he is also responsible to assess and monitor the financial aspects of SCBF's projects in collaboration with the Senior Operations Manager. She/he is further responsible for the reporting to tax authorities and to ensure the SCBF's financial reports meet legal and regulatory requirements applicable to SCBF. She/he prepares documents supporting the CEO in decision making, advises the staff regarding all financial matters, negotiates with consultants and/or financial institutions and assures the sustainability and the correct and adequate administration of the SCBF funds.

Primary Responsibilities and Accountabilities

- Oversight of the financial management of SCBF and its secretariat and management of the SCBF trust fund accounts.
- Accounting and bookkeeping for the organization: posting entries in the accounting system, entering payments, reconciling accounts, updating records, archiving documents, etc.
- Preparation of financial statements for the annual report and the mid-year financial report.
- Annual and mid-year reporting to all the donors of SCBF in compliance with the respective agreements.
- Organisation of annual financial audits of the SCBF trust fund accounts by an external auditor.
- Preparation of annual budgets in collaboration with the CEO.
- Management of salary administration, social security, insurance, employee and consultant contracts.
- Ensure compliance with all regulatory requirements set by the Federal Department of Foreign Affairs, the Federal Authorities and the Commercial Register.
- Prepare the annual tax declaration in line with the regulations for legal entities.
- Ensure implementation of financial and other policies and procedures.
- Review and assess project budgets, ensure coherence with terms of references of consultants and implementation plans and compliance with SCBF financial-administrative regulations, and make recommendations to the members of the project committees deciding on grant funding.
- Monitor financial aspects of projects during their life cycle up to their completion.
- Conduct financial checks for accuracy and completeness on chosen projects as well as coordinate project audits with external providers.
- Maintenance of the SCBF data base for consultancy fees worldwide, including the database of all employed local, regional and international consultants.
- Monitor staff timesheets and prepare a consolidated quarterly report of staff time and holidays.

- Other related tasks.

Profile

- Commercial vocational or higher education in a preferred field of study: accounting, finance, business administration, or another comparable field.
- Excellent accounting and financial control skills to prepare and verify the accuracy of financial reports and financial statements.
- An in-depth knowledge of accounting principles and practices with strong analytical and excellent communication skills.
- Relevant working experience of at least five to seven years as a financial accountant or financial administrator in public organizations or private companies.
- Good understanding of financial project administration procedures.
- Strong ability to work independently and maintain a consistent, high level of productivity.
- Very good skills in using the Microsoft 365 applications (Word, Excel, PowerPoint, SharePoint) and knowledge of reporting software.
- Grant project audit experience and understanding highly desirable.
- Good understanding of the roles and practices of funders and technical assistance providers related to the market development of inclusive insurance and banking sectors in developing and emerging economies.
- High commitment to the goal of the SCBF to deepen responsible financial inclusion through tailor-made technical assistance and knowledge sharing.
- Must understand what public private partnerships are and what development agencies such as Swiss Agency for Development and Cooperation (SDC / DEZA) do.
- Motivated, fast learner, problem solver, with intercultural competence and high people skills. Takes initiative.
- Team player.
- Languages: excellent written and spoken **English** (working language) **and German**, knowledge in French and/or Spanish is desirable.

Applicants must submit a cover letter and resume to info@scbf.ch. Applications will be considered on a rolling basis until a suitable candidate is identified. The first batch will be reviewed on Jan 7th 2022.