



JUSTICE RAPID RESPONSE

Terms of References
Deployment Finance Associate
Full Time Position 100%
Fixed Term contract until end of March 2020 with renewal possibility

Organization and Position within the organization

Justice Rapid Response (JRR) is an intergovernmental initiative set up to provide a stand-by facility of trained and rapidly deployable criminal justice and related professionals at the request of the international community to investigate, analyze and report on situations where serious human rights and international criminal law violations have been reported. The JRR Secretariat is composed of a small team to carry out JRR's activities under the direction of the JRR Executive Director. The JRR Secretariat is based in Geneva, Switzerland with liaison offices in New York.

The Deployment Finance Associate will work under the direct supervision of the Accounting & Finance Officer, providing the team with support, advice and quality control in all issues pertaining to financial & deployment administration needs.

Duties and Responsibilities

➤ **Deployment Administration for Project Donor - (50% of 100%)**

- **Budgeting:** Assist in preparation of deployment budgets, including researching previous expenditures for similar deployment to understand what parameters should be included. Compare vs. the approved donor plan, highlight new or unexpected expenditures requiring approval.
- Review expert/consultant time sheets, DSA and reimbursement claims vs. contracts and present for approval. Make sure all the documents are correct and provide assistance to the expert/consultant when needed.
- Verify of all deployment related payment requests.
- Review all completed financial transactions for booking and accuracy. Split transactions by activity.
- Track actual spending on deployments to monitor budgets and support allocation of costs to donors and donor reporting.
- Follow up in relation to an ongoing deployment(s) to secure timely payments.
- **Reporting:** assist in preparation of drafts of completed spending & forecasted spending for each deployment &/or activity.

Initials: _____

- Support preparation of audits and financial reports for this donor – including extracting and verifying data, and cross checking expenditures are all eligible/valid expenses accepted by donor in the contribution agreement.
- Maintain effective controls within JRR to ensure SOP's and Contribution agreement parameters are being adhered to for this donor.
- Maintain original paperwork and system for tracking/linking all financial activity payments with approvals for this donor.
- Responsible for scanning, saving, classifying all invoices into the JRR network and folders in the correct location, and for filing original paperwork in the correct binders for this donor.

➤ **Accounting & Finance – General (50% of 100%)**

- Support day-to-day accounting with Crésus accounting system including: bookkeeping in the general ledger, account reconciliations, record keeping, end-year process, corporate audit and the accounting operations related to (accounts payable/receivable).
- Analytical accounting, costs allocation to projects
- Reporting: assist in preparation of draft reports for completed spending & forecasted spending; provide financial support to projects.
- Review all completed financial transactions (receipt of donor funding, credit card statements, expense reports, invoices, etc.) for booking and accuracy. Prepare (as needed) and verify reimbursement claims. Split transactions by donor or project.
- Review, understand and follow all internal financial and finance-related processes & procedures. Maintain effective financial controls within JRR, ensure SOP's are being adhered to.
- Assist in maintenance of all original contracts (supplier, partners, staff, etc.) and system for tracking/linking all financial activity payments with approvals.
- Responsible for scanning, saving, classifying all invoices into the JRR network and folders in the correct location, and for filing original paperwork in the correct binders.
- Understand the process & paperwork required for on-boarding of new or temporary employees, including how to secure Swiss work permits and announce new employees to the pension fund LPP & AVS.
- Provide administrative support to the Accounting & Finance Officer in managing the office's supplies.
- Other duties as may be assigned by the Accounting & Finance Officer, the Finance Director and/or Director of Operations & Executive Director.

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Qualifications

- Accounting diploma.
- Two or more years' experience in general accounting, budgeting, reporting & audit support, ideally with experience in a fiduciary.
- Previous experience with Crésus accounting software is critical. Proficiency with computers and bookkeeping software, strong typing skills.
- Familiarity with basic Accounting principles.
- Advanced knowledge of excel.
- Experience with international operations and multi-currency accounting & budgeting.
- Fluent in English & French.

Competencies

- Flexible/adaptable, able to cope with changing environment and priorities, as well as shifting deadlines & multi-tasking. Able to stay calm under pressure and to show persistence when faced with difficult problems or challenges; to handle stress; able to accommodate to the needs of the organization to achieve its goals;
- Highly detail-oriented, meticulous, conscientious, accurate, reliable, and patient. Commitment to working efficiently and accurately;
- Organized, able to develop clear and realistic goals; to plan ahead; to identify priorities; to manage time and resources efficiently;
- High level of personal integrity and professional ethics, trustworthy with confidential matters;
- Team player & a disciplined self-starter who can self-manage priorities & work independently;
- Able to identify issues, analyze and participate in the resolution of issues/problems; to show commitment to the organization and its goals; to respect deadlines; to achieve results; to demonstrate professionalism in interactions with colleagues and external actors;
- Open, culturally conscious, non-political;
- Ability to multitask and remain motivated and positive.

Initials: _____

Application process

Swiss or eligible EU citizens or those with a valid work permit for Switzerland can apply.

Please send your CV and a cover letter addressed to Mr. Samuel Emonet, outlining your motivation and indicating your availability to the following email address: b.adhiambo@justicerapidresponse.org

Only short-listed candidates will be contacted.

Deadline for applications is 11 September 2019.

Anticipated Starting date: **1st October 2019**

Initials: _____