



VACANCY Finance and Administration Officer

Child Rights Connect is one of the largest children's rights networks in the world. With more than 80 members, we are committed to ensuring that all children fully enjoy their rights as defined by the Convention on the Rights of the Child. For more than 30 years, Child Rights Connect has been at the forefront of promoting children's rights by empowering national actors to use the UN human rights system to strengthen children's rights in their home countries. The Secretariat of Child Rights Connect is based in Geneva. Our small, dynamic team, currently employing 7 staff, is closely working with members and partners to maximise impact on the ground.

One of the main roles of the Secretariat is to ensure the professional administration, coordination and development of the network, and to continue to work with its long-standing partners such as the UN Committee on the Rights of the Child and the Human Rights Council. The Secretariat also continues to provide ongoing technical assistance to children's rights defenders from all over the world and play a strong advocacy role by participating in multi-stakeholder events and dialogues.

As an employer, Child Rights Connect strives to create a fair and engaging environment.

Position Title:	Finance and Administration Officer
Incumbent:	vacant
Work level:	80 -100%
Reports to:	Director Resource Development
Type of contract:	Permanent
Location:	Geneva

The Finance and Administration Officer is part of the Resource Development team of the Secretariat led by the Director Resource Development and including the Communications Officer. The Resource Development team manages the fundraising, internal and external communications, financial management, office and network administration and human resources of the Secretariat.

The Finance and Administration Officer will support the programme and network activities of Child Rights Connect by providing an efficient administration and accurate financial management.

Main responsibilities

- Further develop the office and network administration, financial and human resource management of Child Rights Connect and contribute to the overall development of the organisation.
- Ensure the implementation of financial management processes, including keeping of the accounts.
- Ensure overall administration of the Secretariat is up-to date and in correspondence with Swiss law including insurance and tax management.
- Ensure the implementation of the Secretariat's human resource management processes.
- Ensure the network administration, including the membership administration and processes and administrative preparation of the Executive Committee meetings and General Assembly.

Main tasks

Financial management

Implement the financial administration as defined by the Financial and Legal Policy and Procedures;

- Prepare monthly and quarterly updates of finance and cash-flow for the cost-centre managers and the management team.

- Prepare payments and financial documents for sign-off by the cost centre managers and implement the record keeping and archiving per Swiss standards.
- Carry out the accounting/bookkeeping of the Secretariat using a simple accounting software
- Manage the petty cash and reimbursement of expenses, process the invoices
- Prepare financial donor reports considering specific donor requirements
- Organise and support the annual external audit.

Office management and administration and network administration

- Ensure development and implementation of effective contact and document management
- Prepare membership applications for discussion and approval to the management team, the Executive Committee and the General Assembly.
- Implement an efficient membership administration process ensuring the timely payment of membership fees by member organisations.
- Participate in the organization of the yearly General Assembly

Human resource management

- Ensure professional and consistent implementation of human resource administration, in accordance with Swiss law.
- Prepare human resource-related documents for finalisation and signature by supervisors.
- Ensure staff rules and regulations and other human resource-related policies are regularly updated and implemented.
- Insurance and tax management with private and state insurers and Geneva Cantonal authorities

PROFILE

Child Rights Connect is looking for a dynamic and well organized person who can work independently, has an eye for detail (especially when it comes to figures) and is always eager to learn. Child Rights Connect is looking for these personal qualifications:

- ✓ Organisational and problem-solving skills, strong sense of responsibility, ability to handle multiple tasks and prioritise.
- ✓ Good team player
- ✓ Able to adapt to an NGO working environment where shortage of resources is always an issue and priorities might change.

QUALIFICATIONS

Professional qualifications

- ✓ Tertiary qualification in administration, including qualifications in accounting/financial management
- ✓ Minimum five years of experience in administration and basic accounting/financial management.
- ✓ Excellent spoken and written English and French. Additional languages are a plus.
- ✓ Excellent ICT user skills, including Microsoft Office, database management and accounting systems a plus

APPLICATION PROCESS: Please send a CV, a letter of motivation, work certificates and diplomas to recruitment@childrightsconnect.org by **9th Of October 2017**. Please note that due to the high number of applications, we will not review incomplete applications and only short-listed candidates will be contacted.