

ICBL-CMC job advertisement: Finance Manager

(Duration of advertisement, from 19 August to 15 September 2019)

The International Campaign to Ban Landmines – Cluster Munition Coalition (ICBL-CMC) seeks a highly motivated and dynamic person to ensure the overall effective financial management and grant compliance of the organization.

Position Title: Finance Manager

Location: Geneva

Type of contract: One-year (renewable). Full time.

Starting date: 1 December 2019

Closing date for applications: 15 September 2019

The ICBL-CMC Finance Manager will

1. Ensure financial and accounting management in all its aspects, being the main point of contact for financial institutions and the auditors;
2. Manage the financial aspect of donor relations (reporting) and fundraising;
3. Support the governance body on financial (annual audit) and legal issues;
4. Manage administration of the organization's human resources (salaries, benefits, etc.);
5. Financial overview of the Investing in Action program (support of national campaigns);
6. Follow-up on legal issues of the Geneva office;
7. Ensure financial management for organization and participation in major events;
8. Undertake as needed, various legal and administrative tasks;
9. Provide advice on human resources, administrative and tax matters in accordance with Swiss and Canton de Genève legislation,

Requirements

1. Swiss national or holder of a Swiss work permit;
2. Minimum three of relevant professional experience;
3. In-depth knowledge of Swiss accounting, fiscal and legal systems;
4. Proven excellence in the financial administration of funding grants;
5. Thorough knowledge and experience of SAGE 100 accounting software or equivalent in addition to Microsoft Office products;
6. Fluency in English and French is required;
7. Proven capacity to work in a self-directed manner as well as a demonstrated capacity to work collaboratively with staff and campaign members;

Additional desired qualifications

- Relevant professional financial experience, preferably in the NGO sector;
- Knowledge of Swiss, French and US accounting, fiscal and legal systems;
- Experience with US charitable law and accounting procedures;
- Aptitude for managing and mentoring junior staff;
- Excellent and proven communication and interpersonal skills with a wide variety of multi-cultural, multi-lingual groups and stakeholders;
- Flexibility to travel internationally.

Why should you apply?

Are you:

Motivated by working in an international environment, with a Nobel Prize winning NGO, with active members all over the world?

Energized by the idea of using your skills to support life-changing work by partners in the field?

Seeking bring your dynamism and your ideas to a team committed to ending the suffering caused by antipersonnel landmines and cluster munition?

If so, please send a cover letter and a CV by Sunday, 15 September 2019, COB Geneva time, to jobs@icblcmc.org. In the cover letter please indicate your annual salary expectation.

About the ICBL-CMC

The ICBL-CMC is a global civil society network dedicated to putting an end to the suffering caused by antipersonnel landmines and cluster munitions.

We seek to prevent all use, production, and trade of these weapons, and to ensure stockpiles are destroyed. We call for efficient clearance of all landmines, cluster munitions and explosive remnants of war; and we want to see the fulfillment of victims' rights and needs. The best way to reach these goals is to ensure the universal adherence to, and implementation of, the 1997 Mine Ban Treaty (MBT) and the 2008 Convention on Cluster Munitions (CCM). To this end we monitor, analyze, and report on the progress of these two instruments.

ICBL-CMC members, including victims of landmines and cluster munitions, take action in some one hundred countries. We work in an inclusive manner with NGOs and individuals committed to helping reach our goals. We believe in the impact of a coordinated and flexible network of NGO expertise.

The ICBL received the Nobel Peace Prize in 1997 for its work to bring about the Mine Ban Treaty.

You can find further information on the ICBL-CMC at <http://www.icblcmc.org/> and at <http://www.icbl.org/en-gb/about-us/what-we-do/annual-reports.aspx>