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| **TITLE:**   Finance and Support Services Manager | | |
| **TEAM/PROGRAMME:** GenevaAdvocacy Office | **LOCATION:** Geneva, Switzerland | |
| **GRADE**: 3 | **CONTRACT LENGTH:** Open ended | |
| **CHILD SAFEGUARDING:**  The post holder will not have regular contact with children and/or young people. However, she/he may occasionally be in contact with children or young people visiting the Geneva Advocacy Office | | |
| **SCOPE OF ROLE:**  **Reports to:** Director and UN Representative, Geneva Advocacy Office, Save the Children  **Staff reporting to this post:** No  **Budget Responsibilities:** Yes  **Role Dimensions**:  The Geneva Advocacy Office is of the three global advocacy offices of Save the Children (together with our global advocacy offices in New York and in Addis Ababa). Based on the strategic priorities of the organisation, the Geneva Advocacy Office ensure that Save the Children engages with and influence inter-governmental processes in Geneva to advance children’s rights. The Geneva Advocacy Office connects Save the Children’s country and regional offices to the global processes in Geneva. We build and nurture relations with Member States, UN agencies and all key stakeholders in Geneva to promote children’s rights.  The Geneva Advocacy Office work is based on three main pillars: i) humanitarian affairs, ii) children’s rights and iii) global health. A team of advocates lead the advocacy and policy work of the office to advance children’s rights across these three pillars.  The Geneva Advocacy Office of Save the Children is located in the newly established Humanitarian Hub, a shared office with other NGOs in the hear of International Geneva.  As part of a dynamic team, the Finance and Support Services Manager will be:   * Responsible for the financial management of the Geneva Advocacy Office, including the management of donors’ grants * Responsible for the administrative management of Save the Children staff * Point of contact on the Financial/Admin/IT matters within the Humanitarian Hub * Support colleagues to create a conducive financial and human resources environment for Save the Children to undertake its work in Geneva | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Financial management**   * Develops the annual organisational budget for the Geneva Advocacy Office in collaboration with the Director of the Advocacy Office * Administers and reviews all financial plans and budgets, monitor progress and changes and produce financial projections in collaboration with the relevant budget holders * Produces financial reports according to donor requirements and to organisation’s requirements * Works in close collaboration with the finance team in Save the Children’s headquarters in London * Prepares reports which summarise and forecast the organisation’s financial position in areas of income and expenses and communicating with the budget holders * Financial management of restricted grants from diverse donors, including liaising with SC Members and donors when reporting * Records daily transactions in Agresso (ERP Accounting system) * Maintains a monthly cashbook, using excel based workbook, detailing all bank payments made and recording any receipts (including banking cheques) and ensuring payments and receipts are correctly coded and monthly cash book is submitted to Save the Children Headquarters on regular basis * Prepares monthly cash request for funds submitted to Save the Children Headquarters * Prepares monthly management account and annual accounts by providing information and answering queries * Completes and supporting the program team on the completion of their Time Report * Focal point on the Awards Management System for the Geneva Office * Record cost to re-charge to members for staff payroll, benefits, reimbursements, etc. * Ensures compliance of the office with the Swiss legislation and SCI policies and procedures * Focal point on annual, internal and/or donor audits * Represents Save the Children within the Committee meeting held for the Humanitarian Hub in collaboration with other partners in the Hub   **Human resources and Administration**   * Process and ensure that all staff are registered to the competent local authorities (OCAS, OCPM, AFC….) during the length of their contract with Save the Children and that any staff updates are communicated on due time to the related department. * Provide current and prospective employees with information about policies and employee benefits. * Coordinate with the health insurance about Medical and Accident insurances coverage and update when necessary * Ensures accurate calculation and distribution of salaries and other benefits to employees and that the HR data are provided on due time to the external provider for payrolls. Facilitating resolutions to any payroll errors/questions. * Orient new employees to the organization (setting up a designated log-in, workstation, email address, etc.) and serving as a focal point for all new employee questions. * Maintain current HR files and database updated (staff info, leaves…) * Liaise with other Save the Children Offices (Center/Members) for host staff and ensure that each staff is in line with the Swiss Regulation (work contract, work permit, insurances...) * Provide information to employee line manager regarding payroll, benefits and admin support to employees that sits on office payroll but located elsewhere (host staff). * Be the focal point for HR requests by the employees of the office and for HR requests from the global HR team based in Save the Children’s Headquarters in London. * Preparing and coordinating when audit is required on Social Insurances (OCAS) * Other financial and administrative tasks as required | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **EXPERIENCE AND SKILLS**   * Solid experience in financial management, ideally with a knowledge of the non-for-profit sector and grants accounting * Experience in managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments * Experience in development of budgets, budget monitoring and forecast and budget reporting * Capacity of analysing complex financial data * Experience in financial reporting, ideally with donors in the humanitarian and development sectors * Interpersonal skills, with a good capacity to work with dispersed teams and demonstrated ability to build consensus and navigate complex operating environments * Good level of computer proficiency, including excel * Ideally, experience of HR administrative management in the Swiss context * Fluency in English and in French | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the Save the Children International Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the Save the Children anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with Save the Children Health and Safety policies and procedures. | | |
| **JD written by: Michel Anglade** | | **Date: 8 November 2022** |
| **JD agreed by: Michel Anglade** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |