

JOB DESCRIPTION: ACCOUNTANT

BACKGROUND:

The Global Initiative Against Transnational Organized Crime is an independent civil society organization, headquartered in Geneva, Switzerland, with offices in Austria, South Africa, and Malta, and a globally dispersed Secretariat. The GI-TOC comprises a network of 500 independent global and regional experts working on human rights, democracy, governance, and development issues where organized crime has become increasingly pertinent. The Global Initiative provides a platform to promote greater debate and innovative approaches as the building blocks to an inclusive global strategy against organized crime. The GI-TOC commissions and shares research globally; curates a robust resource library of 2,000 reports and tools specific to organized crime; and uses its tremendous convening power to unite both the private and public sectors against organized crime.

JOB DESCRIPTION:

The Global Initiative is looking for an accountant who will be working at our headquarters in Geneva, Switzerland. The accountant will be working under the direct supervision of the GI-TOC Finance Director.

Main responsibilities and specific tasks:

- Filing invoices for GI-TOC Switzerland and assisting accounting firms for GI-TOC Vienna and Cape Town
- Creating expenditure verification reports for donors
- Supporting the Director of Finance as needed with the yearly statutory and project audits
- Keeping the general accounts up to date on a daily basis according to Swiss regulations
- In charge of balance sheet accounts
- Follow and enforce IATI financial management recommendations
- Managing VAT, withholding tax and other taxes
- Preparing documentation of procedures

Requisite skills and experience:

The successful candidate will be able to demonstrate the following experience and skills:

- Finance degree or a minimum of 5 years' experience in accounting
- Swiss national or in possession of a valid Swiss work permit
- Fluent in English and French – any other language is a plus
- Microsoft Dynamics NAV (or similar financial ERP) knowledge is a must
- Experience with VAT laws and proven ability to work independently in tax matters
- Knowledge of IATI financial management
- Proficient computer skills (especially Microsoft Excel)
- Knowledge of Swiss payroll structure and related social contributions
- High degree of accuracy and detail orientation even in stressful situations

- Proven ability to work independently and not afraid to take decisions
- Motivated and enthusiastic to work in a fast-paced environment
- Good communications skills

We are considering both full- and part-time options depending on the candidate, which can be discussed during the selection process..

The Global Initiative operates a flexible working environment and encourages staff to achieve a suitable work life balance and supports professional development and learning.

Please send your resume together with a cover letter and contact information of three professional references to the following e-mail: jobs@globalinitiative.net

Starting date: As soon as possible

Only short-listed candidates will be contacted.