

TERMS OF REFERENCE

Bookkeeper

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 SUMMARY

The Global Initiative is looking for a bookkeeper who will be working from our Cape Town office 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
- Preparing documentation of procedures
- Participating in various ad hoc finance projects

Requisite skills and experience

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

- Proven bookkeeping experience
- Finance degree or a minimum of 2 years' experience
- Solid understanding of accounts payable / receivable principles
- Fluent in English and any other language is a plus
- Microsoft Dynamics NAV (or similar financial ERP) knowledge is a must
- Proficient computer skills (especially Microsoft Excel)

- 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 and a team player

GI-TOC operates a flexible working environment and encourages staff to achieve a suitable work life balance and supports professional development and learning.

Please send your cv together with a cover letter and contact information of three professional references to the following e-mail: **jobs@globalinitiative.net** by 24 November 2023. Please put "Bookkeeper" in the subject line.

Starting date: As soon as possible

Contract duration: Two years with the possibility of extension depending on performance and funding.

Only short-listed candidates will be contacted.