

## Finance Manager (60-80%)

*Starting Date:* January 2022 or by mutual agreement | *Place:* Zürich, Switzerland



Swiss Capacity Building Facility (SCBF) is a public-private development partnership (PPDP) that funds technical assistance (TA) for financial service providers to develop and upscale client-centred financial products, channels, and services in developing and emerging countries. SCBF is a unique repository of knowledge in financial inclusion, financial sector development and microfinance / microinsurance. Much of this knowledge is contributed by its partners and the 25 Swiss members.

### Job Purpose

The **Finance Manager** is responsible for the overall financial management of SCBF. She/he is responsible for managing all financial matters of the organisation. She/he develops the organization's budget, prepares financial reports, and prepares the financial reporting to donors. She/he is also responsible to assess and monitor the financial aspects of SCBF's projects in collaboration with the Senior Operations Manager. She/he is further responsible for the reporting to tax authorities and to ensure the SCBF's financial reports meet legal and regulatory requirements applicable to SCBF. She/he prepares documents supporting the CEO in decision making, advises the staff regarding all financial matters, negotiates with consultants and/or financial institutions and assures the sustainability and the correct and adequate administration of the SCBF funds.

### Primary Responsibilities and Accountabilities

- Oversight of the financial management of SCBF and its secretariat, including accounting and management of the SCBF trust fund accounts over which all financial transactions of the SCBF take place
- Preparation of financial statements for the annual report and the mid-year financial report
- Annual and mid-year reporting to all the donors of SCBF in compliance with the respective agreements
- Organisation of annual financial audits of the SCBF trust fund accounts by an external auditor
- Preparation of annual budgets in collaboration with the CEO
- Issue all financial transactions in line with the decisions of the project committees and the execution contracts signed with grantees
- Manage financial transactions and monitor the accounting of the institution
- Management of salary administration, social security, insurance, employee and consultant contracts
- Evaluate and manage financial risks in SCBF
- Ensure compliance with all regulatory requirements set by the Federal Department of Foreign Affairs, the Federal Authorities and the Commercial Register
- Prepare the annual tax declaration in line with the regulations for legal entities
- Implement financial and other policies and procedures
- Periodically review internal policies and procedures, raise potential issues with the CEO and elaborate related proposals for adaptation
- Assessment and monitoring of all intervention proposals regarding financial issues and coherence with terms of references and compliance with SCBF financial-administrative regulations and corresponding information to the members of the project committees

- Monitor financial aspects of projects during their life cycle up to their completion
- Maintenance of the SCBF data base for consultancy fees worldwide, including the database of all employed local, regional and international consultants
- Monitor staff timesheets and prepare a consolidated quarterly report of staff time and holidays
- Other related tasks

## Profile

- Higher education in a preferred field of study: accounting, finance, business administration, or another comparable field
- Relevant working experience of at least five to seven years as a financial controller, financial administrator or internal auditor in public administrations or private companies
- Grant project audit experience desirable
- Excellent accounting and financial control skills to verify the accuracy of financial reports and financial statements
- Good understanding of the roles and practices of funders and technical assistance providers related to the market development of inclusive insurance and banking sectors in developing and emerging economies
- Good understanding of financial project administration procedures
- High commitment to the goal of the SCBF to deepen responsible financial inclusion through tailor-made technical assistance and knowledge sharing
- Must understand what public private partnerships are and what development agencies such as SDC do
- Strong ability to work independently and maintain a consistent, high level of productivity
- Very good skills in using the Microsoft 365 applications (Word, Excel, PowerPoint, SharePoint) and knowledge or using reporting software
- An in-depth knowledge of accounting principles and practices with strong analytical, excellent communication skills
- Good understanding of the legal and regulatory requirements relating to SCBF
- Motivated, fast learner, with intercultural competence and high people skills
- Team player
- Languages: excellent written and spoken English (working language) and German, knowledge in French and/or Spanish is desirable

Applicants must submit a cover letter and resume to [info@scbf.ch](mailto:info@scbf.ch) by close of business November 21st 2021.