

JOB DESCRIPTION

Position:	Project Finance and Fundraising Officer
Reporting to:	Chief Executive Officer (CEO)
Work Quota:	50%
Location:	Zürich

Job purpose

The Project Finance and Fundraising Officer assumes the overall responsibility of providing oversight to the financial aspects of projects funded by SCBF. The role includes overseeing and coordinating project audits and performing financial assessments of projects. A key component of this role is fundraising support which entails writing proposals to seek donor funds. The Project Finance and Fundraising Officer reports to the CEO.

Main tasks

Financial assessments and monitoring, and oversight on audits (35%)

1. Review and assess project budgets, ensure coherence with terms of reference of consultants, implementation plans and compliance with SCBF financial-administrative regulations. Make recommendations to the members of the project committee deciding on grant funding based on the assessment. Follow up to ensure that recommended changes to project budget are implemented prior to signing of the contract.
2. Maintain the SCBF database for consultancy fees worldwide, including the database of all employed local, regional and international consultants.
3. Central monitoring of the financial aspects of projects during their life cycle up to completion. This entails maintaining a database of all related reports and providing guidance to project implementing parties and monitors on the financial aspects.
4. Manage project payments as well as review and validate the mid- and end-of-project financial reports.
5. Conduct on 20% of the projects random end-of-project financial check on the grantees. This entails requesting the following documents from the grantee:
 - electronic copies of invoices and timesheets for the technical assistance (TA), disaggregated by SCBF and grantee's self-contribution.
 - Electronic copies of invoices and/or receipts of non-TA costs covered by the grantee's self-contribution.
 - The required signed confirmations of partner(s) expenditures for costs directly covered by the PFI(s) and other contracting third parties' contributions, which are not accounted for in the grantee's books and are presented in the end of project financial report.
6. Oversee and coordinate the project audits as well as review and validate project audits for accuracy and completeness.
7. Report to donors on the financial aspects of project reporting.
8. Collaborate with the Operations team on the central monitoring of all projects, with a particular focus on maintaining financial overviews in the project database, inputting into thematic reports, alongside backstopping project monitors and keeping abreast of shifts in project timelines, goals and scope.
9. Liaise with secretariat staff as needed in achieving the monitoring goals.

Fundraising and supporting the CEO (10%)

1. Support the CEO in the strategic work. SCBF is in the process of undergoing a strategic pivot which requires support from this role.
2. Fundraise and support the CEO in all aspects of donor relations including researching potential sponsors, writing funding proposals for potential sponsors and developing marketing and promotional activities.

Misc. (5%)

1. Coordinate, sourcing and screening of candidates for SCBF job vacancies.
2. Liaise with local authorities on admin matters as needed.
3. Management of consultant contracts.
4. Monitor staff timesheets and prepare a consolidated quarterly report of staff time and holidays.
5. Other tasks as requested by management.

Profile

1. Bachelors' degree required - higher education, preferably in the field of development finance, business administration, economics, or another comparable field.
2. A unique combination of strong analytical skills and excellent writing skills.
3. Ability and willingness to learn and tackle new tasks as well as figuring out how to do things, this is an especially important skill for this role.
4. Experience with conducting financial and project audits.
5. Experience writing fundraising proposals.
6. Excellent communication and project management skills.
7. Strong skills using MS Suite applications (Excel, PPT, Word).
8. Ideally relevant work experience of at least two years in administering technical assistance in financial inclusion and related operational and financial management.
9. Understanding of the global financial inclusion context, the market development of inclusive insurance and banking sectors in developing and emerging countries, and the related roles of development funders and impact investors
10. High commitment to the goal of the SCBF to deepen responsible financial inclusion through tailor-made technical assistance and knowledge sharing.
11. Strong ability to work independently and maintain a consistent high level of productivity.
12. Motivated, fast learner with intercultural competence and good interpersonal skills.
13. Languages: excellent written and spoken working language proficiency in English. Good working language proficiency in French and German is highly desirable.

Closing date

Applications will be considered on a rolling basis until a suitable candidate is identified. Interested applicants are encouraged to submit their resume and cover letter to info@scbf.ch as soon as possible.