



Finance Officer

- **Contract type:** Employee, part-time (50%)
- **Contract duration:** Permanent
- **Reporting to:** Finance and Operations Senior Manager
- **Start date:** 1 November 2021
- **Location:** Geneva, Switzerland

About the NCD Alliance

The NCD Alliance (NCDA) is a unique civil society network, dedicated to shaping a world in which everyone can live a healthy and productive life, free from the preventable suffering, stigma, disability and death caused by non-communicable diseases (NCDs). NCDA is a registered non-governmental organisation (NGO) based in Geneva, Switzerland, bringing together 300 members in more than 80 countries, including a network of 66 national and regional NCD alliances, to form a respected, united and credible global civil society movement.

Over the last decade, NCDA has established a track record and reputation as a global thought leader on NCD policy and practice, a convener and mobiliser of the global NCD civil society movement, a partner to governments and international agencies, and a leading advocate for the meaningful involvement of people living with NCDs. Much of this success and impact stems from NCDA's position as a global alliance and our ability to ground global advocacy in the reality of local experience through our members and network of national and regional NCD alliances across countries; our global reach via extensive relationships with governments, World Health Organization (WHO) and the United Nations (UN); and our collective technical knowledge across our membership on NCD policy and practice.

Job purpose

We are looking for a Finance Officer to join our forward thinking, committed and dynamic team of 21 staff located across different locations (Geneva, London and New York). The Finance Officer will be part of the Finance and Operations team which includes 3 staff, and the Officer will report to the Finance and Operations Senior Manager.

The Finance Officer will assist with the day-to-day financial transactions, processes and procedures of the organisation. The role will support the Finance and Operations team by monitoring transactions, preparing invoices, supporting the annual audit process and budget preparation, as well as support with grant management processes.

Our ideal candidate will have financial management experience (including grant management experience), ideally within the NGO sector. We seek a self-starter, a detailed-oriented professional with strong interpersonal skills, and a team player.

Main duties and responsibilities

- Keep accurate records for all financial transactions.
- Assist with preparation and planning of annual budgets.



- Assist with monthly, quarterly and annual financial reports.
- Process invoices.
- Reconcile bank statements.
- Participate in financial audits and support the processes
- Support grant management processes
- Ensure that grantees have the appropriate financial processes and systems in place.
- Assist with the implementation of financial policies.
- Liaise with our external accountant.

Skills and competencies

- Bachelor's degree in finance, accounting or relevant field.
- Minimum of 3 years' experience in finance and accounting, ideally within the NGO sector.
- Solid knowledge of financial and accounting procedures.
- Grant management experience.
- Strong attention to details.
- Experience using accounting software.
- Advanced Excel skills.
- NGO experience, a plus.
- Fluent in English (working language) and French, a plus.

Requirement

Swiss or EU national with right to work in Switzerland.

Diversity and inclusion are a priority at the NCD Alliance. We are committed to cultivating a fair and healthy environment, where everyone can be themselves and thrive. We are happy to discuss flexible working options for all roles. We work to ensure that our recruitment processes are as inclusive as possible to everyone.

How to apply

To apply, please send a cover letter and a CV to jobs@ncdalliance.org with Finance Officer in the email subject. Candidates are encouraged to apply as soon as possible as the selection may start before the deadline for applications.

Please clarify when you would be available.

Closing date for applications: 24 October 2021