

Job description: Head of Finance and Administration

- **Time commitment:** Full time role
- **Location:** Geneva (other locations explored for the right candidate)
- **Reports to:** Executive Director
- **Direct reports:** Small team of finance and admin colleagues
- **Grade:** E
- **Salary:** Between 115'249.19CHF and 131'713.51CHF

1. Background and Purpose:

CHS Alliance supports organisations to meet their CHS Commitments to people affected by crisis. It is important therefore that the CHS is embodied in the way the CHS Alliance operates.

The Head of Finance and Administration will support the overall strategic vision of the organisation, managing a dedicated small team to support the wider team on finance and administration. They will coordinate with the CHS Alliance Board's Finance Risk and Audit Committee, to guide the operations of the organisation, in line with best practice for the CHS.

2. Main Duties and Responsibilities:

This position provides leadership to key organisational functions, including financial management, donor compliance and administration, working towards a collaborative and positive culture for the smooth functioning of the Alliance team, in line with the CHS.

Strategic and Business Operations

- Support the compilation of the annual workplan and lead the process to develop the associated budgets
- Develop, monitor, and maintain CHS Alliance finance policies and ensure our internal processes meet the requirements of "embodying the CHS"
- Ensure that the Alliance meets due diligence requirements of its donors, and aligns all policies and procedures with Swiss and where relevant UK, legal requirements

Finance and Grant Management

- Lead the financial operations including financial management, accounting, control, reporting
- Ensure effective budget workflows to enable departments meeting their goals and objectives
- Oversee budgeting, financial planning, regular re-forecasting and modelling
- Oversee organisation and programme-specific audits
- Oversee development of tools and systems to provide critical financial and operational information to budget holders

- Build a collaborative engagement with the Treasurer and support a strong Governing Board Finance Risk and Audit Committee
- Oversee effective grant management requirements are met

Other

- Oversee all regulatory requirements, legal interactions, procurement, insurance and contracts
- Oversee organisational risk register including regular and comprehensive review of risks to ensure adequate mitigations are in place
- Lead the development of innovative and flexible tools to enhance business operations

3. Profile

- Someone who shows a **commitment to the CHS Alliance mission and values**, evidenced by exhibiting a high level of personal and professional integrity, humility and humanity through experience with non-profit organisations.
- A **professional in finance** with an accounting qualification, ideally with other business management qualifications.
- **Strong people management skills** with demonstrated experience in managing, inspiring and empowering teams in changing environments.
- Someone who **thrives with changing situations** but can also execute swift decisions when needed.
- A **natural relationship builder** who enjoys and has proven ability to work collaboratively with others, demonstrating team building and facilitation skills. Someone who has a genuine interest in learning from and developing others and has worked on diversity, equality and inclusion.
- Someone **trustworthy in managing sensitive situations** and information, discrete, professional, and with excellent judgement.
- A **good communicator** with professional command of English, French a strong asset, and other working languages appreciated.

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Professional qualification in Finance 	<ul style="list-style-type: none"> • MBA or other business management qualifications
Experience:	<ul style="list-style-type: none"> • Progressively responsible senior management • Experience leading teams 	<ul style="list-style-type: none"> • Experience with non-profit organizations
Knowledge:	<ul style="list-style-type: none"> • Good knowledge of current good practise in organisational development issues • Strong understanding of organisational accountability practices 	<ul style="list-style-type: none"> • Knowledge of the Core Humanitarian Standard
Language:	<ul style="list-style-type: none"> • Excellent oral and written English skills 	<ul style="list-style-type: none"> • French a strong asset, other working languages appreciated.

Behaviour	<ul style="list-style-type: none">• Be personally and collectively responsible for upholding and promoting the highest standards of ethical and professional conduct. This includes refraining from acts of misconduct, respecting the CHS Alliance’s standards and the dignity of those whom the Alliance pledges to assist and with whom they have contact.	
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