



### Senior Finance Specialist Switzerland

#### Role & Responsibilities

The SFS is responsible for the remote line management of the Finance officer(s) (FO) who are based in Nairobi Kenya providing the technical guidance and making sure the accounts payable accounting quality and timeliness is achieved. The SFS will play the lead role in the Global support Office Kenya (NI office) audit process and will be required to be present in Nairobi during the 1-2 weeks during the audit period. The role of the SFS is also expected to contribute to reporting and finding solutions to all areas of financial risk in Medair operational context.

#### Project Overview

Medair Global Support Office provides operational guidance for country programmes, along with both technical and compassionate support for our relief workers. Within our headquarters, we are also responsible for promoting the work of Medair to the world, to raise and manage the funds needed to run our life-saving and sustaining programmes, and to recruit international and HQ staff. Medair GSO Finance team, primarily focus on Medair financial and investment decisions in all aspects, acts as a financial gatekeeper and strategic advisor in daily business operation and mid to long-term strategic decisions of Medair, from the aspect of transformation the function/ optimization in key processes, and implementation of fit-for-purpose Medair Finance system.

#### Workplace & Conditions

Global Support Office (GSO) position based in Lausanne, Switzerland. **Swiss or eligible EU citizens, or those with a valid work permit for Switzerland, can apply.**

#### Starting Date / Initial Contract Details

As soon as possible. Full-time open-ended contract.

#### Key Activity Areas

##### *Senior Finance Specialist role responsibilities*

- Coordinate FS and FO annual and monthly work planning. · Moderate the FS and FO team meetings and agenda along with the Head of SSC.
- To work in a close collaboration with HFSSC on finance priorities.
- Lead the GSO Kenya (Nairobi office) statutory and other audits.
- Lead the implementation of improvements to the finance processes and policies in GSO Kenya (Nairobi office).
- Ensure high quality financial data / book closing in line with Medair Finance required deadlines, including timely review, reconciling, and posting of financial transactions in Finance system per "Closing Checklist".
- Ensure all balance sheets are reconciled monthly, collaborating with the finance managers in country on unreconciled items.
- Ensure that a local set of statutory finance books is kept updated in compliance with local statutory requirement via collaboration with local finance team and GSO Audit Support team. Contribute to preparing and reviewing monthly and annual financial statements for various country programs.
- Ensure the financial sustainability of Country Programs (CPs) through weekly cash need review and approval via collaborating with GSO Finance & relevant country teams.
- Contribute to the development, review and update of the policies, procedures, and processes.
- Review and verify if country finance teams are following all financial policies, procedures, and processes to ensure strong internal controls.
- Proactively participate in "Donor audits" and support statutory audit processes collaborating with various parties.
- Follow up on relevant audit observations with country programs finance managers.
- Ensure proper access to Medair Finance System, including managing CP user access, training, and capacity building.
- Providing induction training and continuous capacity building of CP finance teams.
- Providing regular financial management reports relating to the FS role to all stakeholders. This could include BvA's, Invoicing and financial risk assurance and other reports required by management.
- Provide expert finance specialist advise to CP, IP and other stakeholders

- Actively provide consultancy and support country finance teams as needed as Finance specialist with a visit at least once a year to the country programs served and the special targeted visit in the annual performance objectives.

#### *Shared services roles and responsibilities*

- Provide short term in country cover to fill in CP finance manager vacancies.
- Provide finance training and other capacity building to CP finance and non-finance staff upon request by CP management.
- Provide month-end closure processes services upon request by CP finance manager due to challenges in country.

#### *Team Spiritual Life*

- Reflect the values of Medair with team members, local staff, beneficiaries, and external contacts.
- Work, live, and pray together in our Christian faith-based team settings. Fully contribute to the rich spiritual life of your team, including team devotions, prayers, and words of encouragement.
- Encouraged to join and contribute to Medair's international prayer network.

*This job description covers the main tasks that are anticipated. Other tasks may be assigned as necessary.*

#### **Qualifications**

- College / university graduated with major in finance/accounting, or equivalents
- Professional qualification in finance, audit, and accounting (CPA - certified public accountant), or CMA (certified managerial accountant) or other finance related licenses
- Excellent working knowledge of the English language (speaking and writing).

#### **Experience / Competencies**

- 5 years post qualification working experience in a finance department of a medium to large organization, preferably, humanitarian or charity sector.
- Minimum 2 years People management experience
- Advanced skill in Excel and other Ms Office tools. Experience in industry standard finance systems.
- Strong technical knowledge of accounting, finance, internal controls, and risk management
- Demonstrated ability to effectively interact with various stakeholders, working through issues and operational challenges with; also ensure understanding of cost drivers of business and can provide insight to non-finance members
- Good analytical ability with a good attention to detail with high capacity to draw intelligence from numbers.
- Good oral and written communication skills with the ability to present plans to support business decisions.
- Good time management skills, ability to prioritize workload and ability to work to strict reporting deadlines. · Resilient and able to work in high stress environments.
- Business Acumen: holding certain field of knowledge for the position, especially regarding Humanitarian essentials, Sphere and CHS standards, other international
- humanitarian guidelines and protocols
- Servant leadership mindset.
- Team-spirited and can work as a virtual team member.
- Mindset of Continuous Improvement.
- Solution focused Mindset and taking proactive action.
- Eagerness to learn new things and skills.
- Ability to change (or to be changed) to fit changed circumstances.
- Ability to work independently and remotely with very limited supervision. Ability to train and mentor.
- Resilience in stressful situations. Ability to influence others.
- Self-motivated, hard-working, committed, and able to develop, coach and support other team members.

#### **Before you apply**

Please ensure you are fully aware of the:

- a) Medair organisational [values](#).
- b) Medair is committed to safeguarding the protection of beneficiaries, volunteers, staff and partners, and particularly children. Therefore, we do not employ staff whose background we understand to be unsuitable for working with children. Medair staff are required to give the utmost respect to, and comply with, [Medair's accountability policies and best practices](#).
- c) Medair Relief & Recovery Orientation Course ([ROC](#)) (which forms part of the recruitment selection process for field positions).

#### **Application Process**

To apply, go to this vacancy on our [Medair page](#). Please do not make multiple applications. We will not review email applications. Only English-language applications / CVs will be reviewed.