

Job Title:	Head of Group Accounting - interim 12 months
Function:	Finance
Job Group:	Central support costs
Duty Station:	Head Quarters Ferney Voltaire/Geneva
Administrative Line Manage:	Finance Director
Line Management Responsibility:	Finance Director

CONTEXT:

Nonviolent Peaceforce (NP) is a dynamic, international, non-governmental organization.

We work to reduce violence and protect civilians in countries affected by violent conflict and its aftermath, currently in 5 locations: Iraq, Bangladesh, Myanmar, Philippines and South Sudan. NP implements programming through the deployment of civilian protection teams to the field. It consists of 3 legal entities, one in USA, one in Belgium and one in France.

We are currently seeking a Group Accountant who will be able to support and contribute to the growth of NP. The job holder must be a qualified accountant with NGO and field experience and with an interest in creating a best practice finance function for NP. They must be a team player and have excellent inter-personal and communication skills. A working knowledge of French GAAP would be a significant advantage.

OBJECTIVES AND RESPONSABILITIES

The job holder will be responsible for:

- The treasury function
- The 2018 year-end process
- The development of the infrastructure of the 'finance function' including policies covering for example cost recovery and foreign exchange management together with a finance manual
- The preparation and presentation of:
 - monthly and quarterly accounts for each legal entity and the consolidated group
 - quarterly forecasts
- The annual 3 year plan and budget process

QUALIFICATIONS AND COMPETENCIES:

- A qualified accountant
- 3 years post qualification experience
- Experience of French GAAP
- Experience in Humanitarian field
- Very good inter-personal and communication skills including in English