

YW4A, Finance and Administration Associate (50% - temporary leave cover)

The World YWCA is seeking a temporary leave cover for the Finance and Administration Associate for the Young Women for Awareness, Advocacy and Accountability (YW4A) initiative, funded by the Netherlands Government under the Power of Women (PoW) Fund.

The programme strengthens the leadership and advocacy capacities of young women and women's rights organisations (WROs) in Egypt, Palestine, South-Sudan and Kenya. Together with progressive faith allies and policy and legal experts, these young women and WROs raise awareness, advocate and hold governments to account on young women's human rights, with a focus on young women's leadership, participation and sexual and gender-based violence (SGBV). The programme five-year initiative is implemented by a consortium of eight core partners and local WROs in Egypt, Kenya, Palestine and South Sudan.

The incumbent will support the YW4A initiative by ensuring compliance, adherence and accountability to the Netherlands Government's Ministry of Foreign Affairs (MoFA) and its financial grant guidelines, rules and regulations as well as those of World YWCA. They will be responsible for the successful financial administration and finance-related activities of the programme such as accounting, coordination, financial reporting, and all other necessary tasks to ensure an efficient, secure and appropriately controlled financial environment in accordance with grant guidelines.

Location of post: Geneva, Switzerland

Closing date: Wednesday 17 August 2022, 11:59PM CEST

Starting date and duration: Start date as soon as possible – initially planned until 31 October 2022, possible extension.

Type of contract: temporary leave cover contract – 50% occupational rate (20 hrs weekly)

Reference: YWCA-FAACover/YW4A

Specific requirement: open to candidates with a right to work in Switzerland. Possible to apply also as independent/self-employed contractor with a right to provide services remotely in Switzerland. These requirements apply to all applicants regardless of nationality.

Website Link: <http://www.worldywca.org/> ; programme website link <http://www.yw4a.org/>

Gross salary range (per month): CHF 2'250 – 2'500 (100% equivalent CHF 4'500 to 5'000)

About The World YWCA

The World YWCA has an ambitious goal: to reach 100 million young women and girls and transform power structures to end gender inequality by 2035. Established in 1855, the World YWCA is the world's oldest women's movement. With member associations in 109 countries, it works to fulfil human rights and make gender equality a reality. The World YWCA is a learning organization in which

there is recognized mentorship across generations. Sixty percent of the members of the World Board are aged 30 and under. The purpose of the World YWCA is to develop the leadership and collective power of women and girls around the world to achieve justice, peace, health, human dignity, freedom and a sustainable environment for all people.

Under the direct supervision of the Programme Lead, the incumbent will be responsible for the following duties:

KEY RESPONSIBILITIES

Financial Management

1. Ensure that all financial transactions and reporting procedures are compliant with the programme funding agreement, procedures, rules and regulations of the Dutch MoFA and the World YWCA.
2. Budget tracking for World YWCA.
3. Produce reports on World YWCA's financial performance of the grant against programme work plan and budget.
4. Prepare periodic budgets and forecasts for World YWCA in accordance with MoFA policies and regulations.
5. In close coordination with partner finance staff, maintain a system to monitor and forecast cash requirements to meet administrative and programme expenditures and inform the Programme Lead about budget issues that may arise.
6. Support the implementation of procedures, risk management and ensure financial controls for the programme by all partners.

Grant Management

7. Ensure that all programme related income and expenditure is in line with the agreed outputs and objectives of the programme as per the approved budget.
8. With guidance from the Programme Lead, ensure timely disbursement of grant funds to partners and monitor use of the funds in accordance with these guidelines.
9. Support strategic business planning and decision making both within the programme and in the organization.
10. Provide basic grants management support and guidance to the YW4A Finance Working Group.

Other

11. Undertake any other duties that might be assigned by the Programme Lead.

Skills, Knowledge and Experience Required:

Information Technology Skills

- Excellent command of Office tools (Microsoft Office, Microsoft Outlook), including Excel and pivot tables and prior experience in using them is a must.

- Proficiency in the SUN accounting system is desirable

Language Skills

- High level of English proficiency (reading, writing, and verbal) as English is the common language among all partner organizations.

Preferred qualifications and skills

- Strong experience in a similar role (3 years' experience at minimum)
- Knowledge and experience in accounting (experience with the International Financial Reporting Standards (IFRS) is an asset), background of monthly closing, journal entries, expense report, filing management and donors reporting
- Experience in multi-partner grants management and producing reports for bilateral and institutional donors a must. Also, experience in multi-currency reporting required.
- Able to work effectively with minimal management guidance/supervision
- Attention to details
- Analytical and problem-solving skills in finance and accounting
- Very good relationship building skills, creativity, drive and enthusiasm with the ability to build strong, trusting relationships
- Ability to build the capacity of finance staff from other organizations
- Experience and comfort in working under tight time constraints to meet deadlines
- Possession of personal organizational approaches to plan for and complete own work
- Good interpersonal relationship communication and negotiation skills
- Ability to understand the overall purpose or goal of a task and attention to detail in completing the task

Personal characteristics:

- Commitment to the human rights of girls and women, enthusiastic about the mission of World YWCA.
- Should be a feminist, keen to work in a passionate and mission driven environment.
- Must be a team player, working closely in an agile, fast paced environment and demonstrate impact with ability to work under tight time constraints and meet deadlines.
- Willingness to work within a small team.

HOW TO APPLY:

Applications must be addressed to World YWCA via email to hresources@worldywca.org stating YWCA-FAACover /YW4A + your surname in the subject line.

To apply for this role, attach:

- a CV in English
- a motivation letter (one page maximum) that summarises how your profile aligns with the key requirements of this role
- work certificates
- diplomas or other relevant training or certification documentation
- two references

Kindly make sure to provide evidence of your right to work or to provide services in Switzerland as part of your application documentation.