JOB DESCRIPTION

**TITLE:** Consultant to design finance system for NGO

**BASED IN:** Switzerland

**TIMELINE**: 30 Days; between February 2021 – August 2021.

**START DATE**: 15 February 2020

**BACKGROUND**

Peaceful Change initiative (PCi) is a not-for-profit network, registered in the UK, with operations in North Africa, the Middle East, Europe and the South Caucasus region. PCi was founded in 2012, with the aim to break cycles of violent conflict and build the mechanisms and relationships that support long-term peace.

To that end, we:

* Work to support more effective management of conflict in societies undergoing significant change, by increasing skills and opportunities for dialogue, inclusion and collaboration.
* Work at the local, national and international levels to mitigate the effects of violence on people’s lives, while laying the foundations for long-term peace and stability.
* Empower local peacebuilding practitioners and community leaders, and we support their work through a network of international staff and consultants with expertise in a range of disciplines, including mediation and reconciliation, change management, community safety, and psychology.

More information on our work can be found at [www.peacefulchange.org](http://www.peacefulchange.org)

**POSITION SUMMARY**

PCi is undertaking a project to build the issue-specific capacity of a Swiss-registered NGO working on Syrian peace issues. A key area of project focus is to develop and implement a finance system for the NGO so that, by the end of the project period, the NGO will be able to receive and manage donor funds directly. This will encompass the following tasks:

* Select and implement a finance system software package
* Design a finance process model
* Develop finance policies, processes, and procedures and templates
* Collate all processes etc into a Finance Process Handbook

The Consultant will work as part of a small team delivering advice to the NGO. Crucially, the role is not to do any accounting on behalf of the partner NGO, but to develop processes and procedures and provide training (as necessary) so that relevant staff have experience of independently managing all finance operations by the end of the project.

**Deliverables**

The consultant will produce the following deliverables in line with the time allocations below:

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| --- | --- |
| Description of Deliverables | Days Allocated |
| 1. Orientation and introduction meetings. | 1 |
| 1. Set-up of financial accounting software package.1. TORs for the procurement of financial accounting software package, based on existing Chart of Accounts and likely statutory and donor reporting needs.
2. Review of at least three software package options and selection, together with NGO and PCi, of optimal choice.
3. Set-up of accounting software. [Financial data entry is not necessary].
 | 7 |
| 2. In compliance with Swiss Federal and Geneva Canton law and regulations on financial management for registered NGOs, develop standard operating procedures and templates for the following:1. Central archive for all financial movements and authorisations
2. Accounts Payable
3. Accounts Receivable
4. Payment Authorisations
5. Finance and cash controls
6. Expenses reimbursements
7. Payroll accounting
8. Grants and project accounting and reporting
9. Month-end process
10. Year-end process
11. Any other financial processes required for minimum license to operation in Switzerland
 | 10 |
| 1. Provide ongoing training and mentoring to relevant NGO staff so that they can follow and implement new financial processes and procedures.
 | 10 |
| 1. Collate all procedures and templates into a Finance Process Model and Finance Process Handbook.
 | 2 |

**Time line**

This assignment is scheduled to start by **15 February 2020**.

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| **Deliverable** | **Deadline** |
| Orientation and introduction to NGO Team | 15/02/2021 |
| Procurement and set-up of financial systems software | 05/03/2021 |
| Standard Operating Procedures + Templates |  |
| * Central archive for all financial information
 | 31/03/2021 |
| * Accounts Payable
 |
| * Accounts Receivable
 |
| * Payment Authorisations
 |
| * Finance and Cash Controls
 | 30/04/2021 |
| * Expenses Reimbursements
 |
| * Grants and Project accounting and reporting
 | 30/06/2021 |
| * Payroll accounting
 |
| * Month-end process
 |
| * Year-end process
 |
| * Any other processes required by law
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| Training and mentoring | Ongoing |
| Finalize all processes and templates into finance model and handbook | 15/08/2021 |

**PERSON SPECIFICATION**

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| --- | --- |
| **Experience** |  |
| At least seven years of experience in organisational financial management and administration, demonstrating progressively more responsible roles. | Essential |
| Swiss accounting or finance qualification  | Essential |
| Knowledge of specific Geneva Canton NGO accounting requirements | Essential |
| Experience in writing finance procedures, processes, and templates | Essential |
| Proven experience in working with the NGO sector  | Essential  |
| Experience of establishing strong collaborative and capacity building relationships with project partners around finance and compliance systems. | Essential |
| Experience working with diverse teams and with mixed nationalities; experience living/working in challenging environments | Essential |
| **Skills and Attributes** |  |
| Interest in the field of peacebuilding and conflict management | Desired |
| An interest in and skills for mentoring and capacity building of partner organisations | Essential |
| Excellent attention to detail | Essential  |
| Resilient and adaptable  | Essential |
| Willing to model values of inclusion, dialogue and collaboration | Essential |
| Excellent written and verbal English skills | Essential  |

Please send your CV and short cover letter (1 page maximum) explaining your interest in this role and setting out your daily fee in English to recruitment@peacefulchange.org by Friday 22 January 2021. Applications will be reviewed on a rolling basis.