



Cost and Management Accountant

Job Title	Cost and Management accountant
Classification Level	5 (106'000 per annum)
Organisation	ICVA
Location	Geneva
Term	Open ended
Immediate Supervisor	COO

I. About ICVA

Founded in 1962, ICVA (International Council of Voluntary Agencies) is a global network of over 150 non-governmental organisations (NGOs) active in 160 countries, operating at global, regional, national and local levels, whose mission is to make humanitarian action more principled and effective by working collectively and independently to influence policy and practice.

The ICVA 2030 Strategy adopted by the ICVA's General Assembly in 2021 sets the framework for the direction and focus of ICVA's work from 2022-2030, as we evolve and transform our network. Rooting us more deeply in our mission of principled and effective humanitarian action, this strategy sets our collective values, our ways of working and our aspirational transformations.

We work on focus areas (Forced Migration, Humanitarian Coordination and Humanitarian Financing) to best serve our members and the sector as a whole.

Our added value is rooted in our work explaining & analysing, convening, brokering, influencing & advocating, supporting, and collaborating. Historically based in Geneva, ICVA Secretariat has a presence in Africa, Asia, Latin America, and MENA.

II. Job Purpose

This position enables decision-making by providing up-to-date analysis and information, churning out processes such as forecasting, accurate costing and cost allocations, downstream accurate donations / funding targeting, and project financial requirements assistance to management. Ability to track and report on expenditure against grants is a priority for this role.

The Cost and Management accountant is responsible for the smooth running of ICVAs financial tasks and objectives.

Objectives include:

1. To ensure the correct use of funds by complying with best practices in accounting and payment processes
2. To comply with donor requirements in financial management
3. To keep Senior Managers up to date with financial data to empower decision making.
4. To provide project leads with up-to-date and accurate expenditure records.
5. To keep up to date with Staff time allocations for project and donor reporting
6. To remain flexible to the needs of the secretariat and to keep all processes and procedures adaptable to changes in ways of working.



III. Summary of Role

To assist senior management in making critical business decisions by analysing and presenting key financial data. You will oversee accounting procedures and prepare forecasts, budgets, and risk analysis. The goal is to contribute to the decision-making process of management that will ensure organisational growth and long-term success.

Absolute requirement:

Strong organisation orientation. Ability to assume responsibility of cost accounting tasks and be both a strategist and a decision maker.

IV. Main Duties and Responsibilities

Key tasks	<ul style="list-style-type: none"> • Gather and analyse financial information for internal use • Evaluate the organisation's and projects' performance using key data • Support in preparing financial statements • Support budgeting • Assist the organisation in managing its cashflow portfolio • Assume responsibility of accounting procedures • Develop and maintain forecasts to assist organisation and projects planning and decision-making • Support in risk assessment and advise on ways to minimise risk on projects and organisation-wide • Advise on problems and suggest improvements • Supervise lower-level personnel and outsourced service providers • Making sure spending is in line with budgets • Recommending ways of cutting costs • Providing information for audits • Working with all teams and the management team to help make financial decisions • Ensure the business is compliant with financial governance requirements. • Ensure compliance with grant reporting, with specific reference to USAID (BHA) grants.
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V. Requirements

Essential	<ul style="list-style-type: none"> • Proven experience as management accountant, accounting supervisor or similar role • Solid knowledge of basic and advanced accounting and financial principles and practices • Excellent knowledge of cost accounting and reporting, specifically grant reporting • Excellent knowledge or risk analysis, budgeting, and forecasting
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	<ul style="list-style-type: none">• Working knowledge of financial software and MS Office, especially MS Excel (preferably on Office 365 version) and accounting softwares• BSc/BA/B.Com in accounting, finance or similar field or demonstrable equivalent experience
Knowledge and skills	<ul style="list-style-type: none">• Some knowledge of the humanitarian system a plus especially in donor reporting• An ability to explain complex financial information in a clear way• A problem-solver with attention to detail• Organisational and leadership skills• Analytical and logical problem-solving skills with aptitude in math• High level attention to detail• Honesty and discretion• Teamworking skills

ICVA is committed to promoting equity and equality, valuing diversity and creating an inclusive environment. All qualified candidates are encouraged to apply.

ICVA's selection process includes rigorous background checks and reflects our organisational integrity and commitment to make humanitarian action more principled and effective.

Applications, including a cover letter, CV or resume should be sent by email to Recruitment6@icvanetwork.org

**The position will remain open until 30 June 2023.
Swiss work permit required for this position.**