



International Federation
of Red Cross and Red Crescent Societies

Senior Finance Assistant

Date of issue: 07-03-2019

Closing date (Geneva time zone): 17-03-2019

Duty station: Budapest

Country: HUNGARY

Duty station status: N/A

Accompanied status: N/A

Duration: 3-6 months

Category of Staff: Temporary staff

Grade: B

Vacancy No: IFRC02867



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Background

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with **190 member National**

Societies. As part of the International Red Cross and Red Crescent Movement, our work is guided by seven fundamental principles; humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Organizational Context

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian network, reaching 150 million people each year through its 190 member National Societies. We act before, during and after disasters and health emergencies to meet the needs and improve the lives of vulnerable people. The IFRC is served by a Secretariat based in Geneva, with regional and country offices throughout the world. The Secretariat is led by the IFRC Secretary General and he provides the central capacity of the IFRC to serve, connect, and represent National Societies. The Secretariat's focus includes providing support to the IFRC governance mechanisms; setting norms and standards; directing and coordinating international relief operations, resource mobilization, technical support including providing guidance; ensuring consistency, coordination and accountability for performance; knowledge sharing; promoting collaboration within and respect for the RCRC Movement; and expanding engagement with partners. The Secretariat's headquarters is organized in three main business groups: (i) Partnerships, including Movement and Membership; (ii) Programmes and Operations; and (iii) Management. The Secretariat has five regional offices, as follows: Americas (Panama City); Africa (Nairobi); Asia and Pacific- AP (Kuala Lumpur); Europe (Budapest); Middle East and North Africa-MENA (Beirut). The position is located in the Finance and Administration Unit in Budapest, supporting the Global Services Centre and the overall Europe regional country and country cluster offices, supporting on financial matters.

Job Purpose

Under the supervision of the Finance Officer (Budapest), the Finance Assistant is responsible for providing administrative support relative to finance matters in accordance with the IFRC policies and procedures.

The position will be required to process financial transactions related to accounts payable, travel expenses, etc.

Job Duties and Responsibilities

Risk Management & Internal Controls

- Ensure the application of finance policies, processes, and procedures.
- Support the implementation of internal and external audit recommendations, as necessary.

Financial Management and Controllership

- Support Finance Officers on contract and payments validation in accordance with established IFRC processes and procedures, and available budgets and funding.
- Support the Finance Officers on validation of National Societies' financial reports as required and provide feedback when necessary through the Finance Manager.
- Provide accounting services.
- Contribute to budget review and revision processes.
- Contribute to the month-end financial close process.
- Contribute to the year-end financial close process.
- Advise the Unit managers and staff on an ad hoc as required basis on financial management matters pertaining to business.
- Review payments and ensure they are in line with the policies, procedures and treasury is available before issuance.

Service Oriented

- Provide quality and timely financial services to stakeholders and implement measures to reduce risk, provide advice while ensuring a swift and efficient support is provided.

Financial Reporting

- Prepare regular reports on requests for payment received and processed by Finance
- Monitor the payment and discuss with the finance officer any issues and discuss eventually improvements.
- Contribute to providing documentation for audits as required.

Treasury Management

- Support Finance Officer in managing the treasury in order to reduce the exchange rate exposure by monitoring the bank and petty cash balances and ensuring, after meetings with the finance officer, that action plans are

followed up.

- Report Regularly on invoices on hand to process and agree on a timeframe with the Finance Manager.
- Organise payments so as to rationalise time and reduce burden on signatories, while ensuring payments are issued on time.
- Maintain dialogue with the relevant stakeholders when issues arise and support to finalise the file.

Communications

- Maintain regular and proactive dialogue with internal and external stakeholders with regards to relevant finance & administration management matters, i.e. project managers.
- Cooperate and collaborate with the various departments in offering the best service possible, within respect of IFRC policies and procedures.

Training

- Contribute to the training and daily advice on financial management matters for various stakeholders as requested, required or planned.

Education

Required:

Relevant University degree (Bachelor in Business Administration or equivalent)

Preferred:

Professional qualifications in accounting (Chartered accountant, CPA or equivalent)

Experience

Required:

Minimum of 3 years of relevant professional experience (i.e. finance and administration)

Preferred:

Experience working with the International Red Cross Red Crescent Movement
Experience in working under remote management and with virtual, multi-cultural teams

Experience in plan & budget, financial analysis & statements, financial reporting, and financial audit

Knowledge, skills and languages

Required:

Self-driven, service minded and ability to multi-task, prioritize and deliver to deadlines

Focused on quality and standards, results, and accountability

Proven good judgement and ability to work with complete integrity and confidentiality, acting as a role model of highest integrity in personal capacity

High degree of discretion, tact and sensitivity with internal and external stakeholders

Strong negotiation, networking and communications skills

Advanced skills in computer productivity applications, particularly Excel, Outlook, PowerPoint, and Word

Advanced knowledge of accounting concepts

Fluently spoken and written in English and Hungarian

Preferred:

Knowledge of International Financial Reporting Standards or equivalent

Advanced knowledge of financial management and reporting applications (e.g. CODA and Business Objects)

Understanding of internal control and treasury management concepts

Financial management skills

Ability to effectively provide training on finance and administration

Good command of another IFRC official language (Russian, French, Spanish)

Competencies and values

Communication and networking
Collaboration and Teamwork
Judgement and Decision Making
Customer Relations
Creativity and Innovation
Building Trust

Comments

The Federation is an equal opportunity employer.

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