

Global Alliance for Improved Nutrition

Job title:	Financial Accounting Assistant
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Classification:	Grade 2	Direct reports:	0
Work location	Nairobi, Kenya	Travel required:	None

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 12 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
Overall purpose The Financial accounting assistant is a key member of the Finance Team handling all Account Payable transactions and providing support for other financial activities related to the monthly closing and year end audit. The Finance Team is based in Geneva. This post holder will work with the Finance Manager, GAIN staff, consultants and the Geneva-based Financial Accounting Team to ensure compliance with GAIN Finance policies, systems and procedures as well as accurate and efficient accounting in line with best practice and organizational policy. There are no direct supervisory responsibilities in this role but the ability to coordinate and communicate effectively with colleagues is critical.
Tasks and responsibilities Accounts Payable : • Process all Account Payable transactions with efficiency and accuracy, including reconciliation, posting of invoices, expenses and travel claims and filing. • Create new vendors and update changes on existing vendors in the financial system as requested. • Process payments approved in different currencies and present payment runs for approval. • Work closely with Financial Accountant Accounts payables to ensure that vendor invoices and payments are accurate and timely executed. • Verify invoices submitted for payment in accordance with the organization's processes and procedures, matching supporting documentation and ensuring the use of adequate project codes. Ensuring that supporting documentation is organized and available for review by approvers. • Handle allocation of credit cards expenses and reconciliation of account.

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- Clean vendors accounts.

General Support:

- Regularly update our Financial Accounting page on Share Point.
- Handle finance related document filing, copying and storage of all financial records as required. Maintain a filing, ensuring documentation can be readily obtained.
- Provide support with the preparation of the Year-end close, preparation of audit files (Internal audit, Main audit & Donor's audit).
- Support the provision of accurate and timely management reporting.
- Ad-hoc tasks as required by the Geneva Finance Team.

Key organisational relationships

- Reporting to the Financial Accounting Manager
- GAIN staff, consultants and the Geneva based Financial Accounting Team
- Working with internal and external customers and employees
- Responsible for the Finance inductions to all new employees
- Point of contact for all payments inquiries

JOB REQUIREMENTS

Competencies

- Good analytical and problem-solving skills.
- An enthusiastic team player but able to work independently as required.
- Must be flexible, adaptable, and quick to learn in our fast-paced dynamic environment.
- Attention to detail and a commitment to continuous improvement.
- Ability to prioritise and deliver results within tight deadlines.
- Comfortable in dealing with a wide range of internal and external clients - program staff, regional offices, banks, vendors, and consultants.

Experience

- Demonstrable work experience in a Finance administrative role.
- Intermediate accounting / book-keeping experience and knowledge required.
- A demonstrated progression of responsibility in previous roles.
- Experience in using ERP systems such as MS Dynamics Business Central (NAV), Sage or similar accounting software would be required.
- Experience in JET reporting would be an added advantage.
- Previous international NGO experience in a similar role desirable.

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Education

- Degree in Business Administration, Finance or other related field or an acceptable combination of education and experience.

Other requirements

- Fluency in English essential.
- Additional languages are appreciated.

WHAT GAIN OFFERS

- A competitive remuneration package.
- Flexible working hours through hybrid working opportunities.
- Friendly working environment.
- Professional development opportunities.
- The chance to make a lasting contribution to reducing global malnutrition.