

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Financial Accounting Assistant Interim (9 months)
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<b>Classification:</b>	Grade 1	<b>Direct reports:</b>	1 - 5
<b>Work location</b>	Geneva or United Kingdom or Netherland	<b>Travel required:</b>	

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The Interim Financial Assistant will support the team on the routine accounting tasks to ensure accurate and efficient accounting in line with best practice and organisational policy. The goal is for the team to have time to focus on the implementation of the new projects.</p>
<p><b>Tasks and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Participating in the efficient operations of the Accounts Payable function, including posting invoices, expenses and travel claims to financial systems, and electronic filing.</li> <li>• Verifying invoices submitted for payment in accordance with the organisation's processes and procedures, matching supporting documentation and ensuring the use of adequate project codes. Ensuring that supporting documentation is organised and available for review by approvers.</li> <li>• Allocation of credit cards expenses and reconciliation of account</li> <li>• Creation of new vendors and modification on existing vendors</li> <li>• Send debit advice to staff</li> <li>• Accounts payable reconciliations</li> <li>• Involved with the month end closing cycle including balance sheet account reconciliation</li> <li>• Support on the new procurement system</li> <li>• Updating our Financial Accounting page on Share Point</li> </ul>

## Global Alliance for Improved Nutrition

- Ability to document tasks with clarity
- Assist with Year-end close, preparation of audit files (Internal audit, Main audit & Donors audit)
- Support the provision of accurate and timely management reporting
- Ad-hoc tasks

### Key organisational relationships

- 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

- Strong 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
- Keen 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

- A substantial amount of experience in a similar role with an organisation or company of equal standing
- A demonstrated progression of responsibility in previous roles.
- Experience of ERP systems, Navision would be an advantage.
- Experience of JET reporting would be advantage

### Education

- Qualified or Part Qualified Accountant (Relevant experience will be considered in lieu of qualification)

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### Other requirements

- Fluency in English essential.
- Additional languages are appreciated

### WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities