Job description

Update date: March 2021

Job title: Finance Coordinator

Duration of the contract: indefinite
Location: PSI Headquarters, Ferney-Voltaire, France
Travel requirement: 15% minimum
Team: Finance

General responsibilities

The Finance Coordinator is responsible for the financial and budgetary monitoring of the projects and (sub)regional offices allocated to him/her. S/he participates in the accounting and financial management, enabling the effective and efficient implementation of the overall PSI action plan.

The Finance Coordinator ensures compliance with the legal and organisational frameworks defined by PSI.

Main responsibilities of the position

1) Accounting management
   • Ensures compliance with PSI's internal accounting procedures and the rules laid down by the solidarity support organisations (SSOs) and other sponsors.
   • Ensures the application of accounting procedures and rules, in accordance with PSI accounting policy and principles, legislative requirements and other standards applicable in the (sub)regional offices.
   • Ensures the consolidation of the accounting and financial information transmitted by the (Sub)regions for which s/he is responsible.

2) Budgetary and financial management
   • Participates in the preparation of the annual PSI budget, based on the elements sent by the (sub)regions. Analyses variances and proposes justifications.
   • Ensures respect of financial reporting deadlines of management and SSOs.
   • Participates in the preparation of the budgetary monitoring of PSI expenditure on a quarterly basis.
   • Provides a first level of analysis of financial information and makes recommendations.
   • Applies internal control procedures.
   • Alerts his/her hierarchy in case of risk.

3) PSI audits
- Participates in the organisation and preparation of financial statements for audits.
- Accompanies auditors and answers their requests and questions.
- Accompanies the (sub)regional offices in their audits.

4) Development of the Finance Department

- Participates in the identification of areas for improvement, proposes changes and implements agreed actions.
- Participates in the development of projects within the finance team: improvement and change of procedures and tools.

The list of tasks defined within each responsibility is not exhaustive. Other tasks may be assigned by the Finance Supervisor or the Finance Director.

Supervision :
The position reports to the Finance Supervisor.

Functional links :
The position will work closely with:
- other members of the Finance team
- members of the project team at headquarters
- financial staff in the (sub)regional offices, and (sub)regional secretaries

Selection criteria :

Content expertise :
- Degree in accounting/finance management
- Good knowledge of accounting and finance management procedures and donor rules

Skills and qualities :
- Excellent knowledge of MS Office (Excel in particular), knowledge of accounting software is a plus
- Strong time management and task coordination skills
- Excellent team player, able to communicate with colleagues from different backgrounds
- Proven commitment to gender equality

Experience required:
- At least 2 years’ experience in accounting and financial management in the trade union movement, civil society or equivalent.
- At least 1 year field experience in accounting and financial management with an NGO, GUF or similar.

Languages: The ability to fluently write and speak English and Spanish is essential. Therefore, the B2 level of the Common European Framework of Reference (CEFR) is required. French is highly desirable.