



VACANCY ANNOUNCEMENT

The Global Crop Diversity Trust is an international organization whose mission is to ensure the conservation and availability of crop diversity for food security worldwide. The Global Crop Diversity Trust has recently established its headquarters in Bonn, Germany. For further information about the Global Crop Diversity Trust, consult the web page at <http://croptrust.org>

The Global Crop Diversity Trust is seeking candidates for the position of:

Finance Officer

Under the direct supervision of the Finance Manager and the overall direction of the Director of Finance, the Finance Officer will be responsible for assisting in the management of the financial affairs of the Organization. The Finance Officer will be based at the Trust's offices in Bonn, Germany. He/she will work closely with the Science, Corporate Operations, Partnerships and Communications teams to ensure that they are provided with all financial support required. The Finance Officer will be responsible for a range of financial operations for the Organization including the financial statements, annual budget and monthly expenditure reports. The specific responsibilities of the position include the following:

Main responsibilities include:

- Management Accounting – ensure that monthly accounts are properly prepared and maintained and that the monthly budget report is completed on a timely basis. Meeting with budget-holders on a monthly basis to review their variance reports. Preparation of analysis reports for the senior management team's consideration.
- Budgeting – preparation of the annual Crop Trust budget and quarterly reforecasts for the Organization. Working with the Science Team to develop and manage project budgets.
- Project Finance – ensure detailed expenditure reports are available for each project to ensure the provision of accurate and timely financial information. Monitor progress towards achieving project objectives within the required timeframes. Preparation of finance reports to project donors.
- Investment Management - assist the Finance Manager in coordinating the management of the Trust investment accounts; assist with the monthly review of the investment funds market values; liaising with all investment managers and advisors as required.
- Financial Key Performance Indicators – contribute significantly to the development of the organization's key performance indicators and metrics that will provide robust and meaningful measures of success.

Additional responsibilities include:

- Financial Accounting – maintain the chart of accounts, general ledger, accounts payable, accounts receivable, fixed asset register, ensuring all journals are correctly authorized and

accompanied by supporting documentation. Maintain an orderly and complete file of all documents supporting the financial transactions of the Trust.

- Audit - liaise with the external auditors in the conduct of the audit ensuring the necessary documents and analyses are provided and that the audit is completed in a timely manner.
- Policies & Procedures – assist the Finance Manager with developing and implementing financial policies and procedures and support other staff members with their implementation.
- Governance – assist with the preparation of monthly and annual financial statements and other ad-hoc reports required for the Executive Board and Finance Committee.
- Payroll – work closely with the HR department to ensure that monthly payroll and related expenses such as retirement and medical expenses are calculated and recorded correctly and processed through the Enterprise Resource Planning System (“ERP”).
- Treasury – process payments for the organization through the online banking system; work closely with the Science Team to ensure payments are received by grantees, tracking payments where necessary. Ensure all accounting files are updated correctly and promptly and that all supporting documentation is checked and filed in an orderly manner.
- Effectiveness – deliver continued improvement in organizational effectiveness against best practice.
- Other ad-hoc duties as required.

Qualifications and competencies

- Applicants **must** hold a professional accounting qualification (i.e. ACA, ACCA, CPA or equivalent)
- University degree in finance, accounting, business administration or related field.
- Substantial experience – **minimum** five years relevant experience required - of financial management, reporting and associated oversight, working in an environment requiring the highest standards. Experience working in an international organization desirable.
- Demonstrated competence in English both written and spoken (knowledge of German desirable but not essential).
- Excellent knowledge and understanding of financial accounting standards, policies and regulations and a proven ability to interpret and advise accordingly. Experience of International Financial Reporting Standards desirable.
- IT Technology - Highly developed computer skills with experience of using an Enterprise Resource Planning System; experience of databases, spreadsheet applications, financial information systems and other Microsoft Office products.
- High degree of judgment and initiative.
- Problem Solving - capable of working on own initiative and also in a team; to multi-task within a busy environment; able to prioritize tasks and work under time constraints; ability to prioritize and be a dedicated professional, committed to delivering a service whilst carrying a wide-ranging and considerable work load.
- Communication
 - Written - Can produce written communications of a high quality that are easily understood by both financial and non-financial staff.
 - Verbal - a demonstrated ability to interact with people at all levels, both internal and external to the organization; demonstrate emotional intelligence and communicate with a high level of tact, diplomacy and confidentiality. Ability to interact effectively with people of different national and cultural backgrounds.
- Demonstrated accuracy, attention to detail.
- Ability to work with a high degree of independence within assigned areas.

Terms and Conditions: The Trust offers an attractive remuneration package including a competitive salary, non-contributory retirement savings plan, medical insurance and leave provisions. This is a General Service position classified as Level 3, the highest Level in the General Service Grade Levels. The salary range starts at Euro 40,000. Staff of the Global Crop Diversity Trust (including German nationals) are exempt from host country income tax. All benefits are denominated and paid Euros. Relocation costs are not covered. The initial contract will be for a period of three years, subject to a probationary period of twelve months.



Applications: Interested candidates should submit the following:

- a one page summary of your qualifications and experience, indicating how you meet each of the duties and competencies for the position and your motivations for applying;
- your *curriculum vitae* in English (please include your current residence address, telephone, fax and email address, date of birth, gender and nationality);
- names and full contact details of at least three referees.

The above items should be sent to: Human Resources Office, Global Crop Diversity Trust, preferably by email at trustvacancy@croptrust.org **not later than 28 February 2015 (extended deadline)**. Alternatively, applications can be sent by mail to the following address: Global Crop Diversity Trust, Platz der Vereinten Nationen 7, Bonn, Germany. All mailed applications must be postmarked by the above deadline. *Please quote source of advertisement.*

*The Trust is an equal opportunity employer and strives for staff diversity in gender and nationality.
All applications will be acknowledged, but only short-listed candidates will be contacted*