



VACANCY ANNOUNCEMENT

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

The Crop Trust is seeking candidates for the position of:

Financial Accountant

Under the direct supervision of the Director of Finance, the Financial Accountant will be responsible for assisting in the management of the financial affairs of the Organization. The Financial Accountant will be responsible for a range of activities including month end reporting, management of donor budgeting/reporting and program expenditure, full cost recovery, annual budgeting and multi-year forecasting. He/she will provide back-up support for the Director of Finance and other Finance staff as required. While this is not a managerial position, it is expected that the position coaches and mentors Finance staff in their respective roles and oversees their work. The incumbent will manage and lead on a number of tasks, taking on full accountability for delivery with minimal supervision. The specific responsibilities include:

- Maintain financial policies and procedures for the Organization for the effective management of all areas of the Organization's finances;
- Manage systems for the provision of accurate and timely financial information; ensure that accurate and timely financial reports are provided to the Science team, other staff, donors, the Finance & Investment Committee and the Executive Board;
- Advise and assist Science Team staff and other staff in the planning, preparation and monitoring of budgets for projects and activities, ensure the Institutional Overhead Policy is applied and work with the Director of Finance to develop systems for full cost recovery;
- Analyze trends with respect to the Organization's finances, identify areas of concern and make recommendations regarding the financial health of the Organization;
- Prepare and actively monitor the annual and multi-year budgets of the Organization;
- Supervise all treasury functions including receivables, payables, bank deposits and cash management;
- Supervise financial aspects of the grant award process;
- Liaise with the auditors with respect to the annual audit, ensuring they receive all of the information and documentation required; preparation of the Organization's annual financial statements;
- Coach and mentor finance team members and assist in fostering collaboration, teamwork and a client service approach among team members;
- Financial Key Performance Indicators – Contribute to developing key performance indicators and metrics that will provide robust and meaningful measures of success.
- Effectiveness – Strive to improve effectiveness of financial management against best practice.
- Perform other duties as required.

Qualifications, Skills and Experience

- Professional accounting qualification (i.e. ACA, ACCA or CPA or equivalent);
- University degree in finance, accounting, business administration or related field;
- Minimum 10 years experience in the area of financial management, reporting and associated oversight. Experience in an international organization, university, or public entity preferred;
- Excellent knowledge of financial accounting standards and proven ability to interpret and advise accordingly. Experience with International Financial Reporting Standards desirable;
- Experience with applying full cost recovery principles;
- IT skills – Knowledge of accounting software and advanced Excel required. Experience implementing and adapting an ERP to internal policies, procedures and controls;
- High degree of integrity and ability to maintain confidentiality of information;
- Demonstrated accuracy, attention to detail and an ability to multi-task and to prioritize;
- High degree of judgment and initiative and ability to work independently within assigned areas;
- Ability to maintain a professional attitude whilst carrying a considerable workload;
- Demonstrated leadership skills required; previous supervisory experience is desirable;
- Demonstrated fluency in English both written and spoken (knowledge of German desirable but not essential);
- Can produce written communications of a high quality that are easily understood by both financial and non-financial staff;
- Demonstrated ability to interact with people at all levels, both internal and external to the organization; ability to communicate with a high level of tact and diplomacy;
- Ability to interact effectively with people of different national and cultural backgrounds.

Terms and Conditions: The Crop 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 for this position starts at Euro 55,000. Staff of the Crop Trust (including German nationals) are exempt from host country income tax. All benefits are denominated and paid in 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 10 July 2016**. 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 Crop 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*