

# Chief Financial Officer

Start date: 01 February 2018, or to be agreed upon  
Based in Geneva, Switzerland

## The Organisation

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RET International is an independent, impartial, non-partisan humanitarian organisation headquartered in Geneva, Switzerland. Founded in 2000 by Mrs Sadako Ogata (then United Nations High Commissioner for Refugees), RET International is committed to working in emergencies and fragile environments around the world to ensure the protection and resilience of vulnerable young people through education.

Since inception, RET International has worked in 29 countries affected by crises and fragile environments. This extensive presence in the field has positively impacted the lives of over 1.2 million learners, 51% of which are women, paving the way to more peaceful and stable communities by empowering a generation of young people to become actors of positive social change. In all, RET International has reached nearly 6 million indirect beneficiaries.

While RET has staff from approximately 40 countries, nearly all are local. That is to say almost 100% of the staff in each country of operations are citizens of that country or eventually of neighbouring countries, with only very few expats operating regionally or from headquarters. RET connects local experience with global expertise. Today, we are a team of approximately 1200 members working throughout the world.

## The Role

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### Reporting Line

As a key member of the Management Team, the Chief Financial Officer (CFO) will report to the Chief Executive Officer (CEO). The CFO will oversee the work of the Finance Department in the Headquarters (HQ) and has a working relationship with the Finance Officer(s)/Manager in each country of operations.

### General Responsibilities

- The CFO assumes a strategic role in the overall financial management of the Organisation;
- The CFO has a primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the organisation. This includes responsibility for accounting, strategic planning, analysis, reporting, forecasts, banking, exchange rate management and negotiation with donors on compensation rates;
- The CFO directly assists and advises the CEO on all strategic and tactical matters as they relate to budget management, cost-benefit analysis, and forecasting needs.

## Specific Responsibilities

### *Planning & Strategy*

- Work closely with the CEO in the development of short and long-term financial strategies, as relates to RET International and all “subsidiary” RETs;
- Provide leadership in the continuous evaluation of short and long-term strategic financial objectives in term of investments, endowments, and legacy donations;
- Assist the CEO in the assessment of new funding opportunities and in the analysis of the cost-effectiveness of prospective projects;
- Evaluate and advise on the global financial impact of policies, strategies, and operations of the organisation;
- Provide recommendations to strategically enhance financial performance of existing and prospective banking relationships and business opportunities.

### *Finances of Global Operations*

- Ensure credibility of the organisation’s finances by providing timely and accurate reports to the CEO, analysis of budgets, financial trends and forecasts;
- Ensure compliance with Swiss reporting requirements and respective host governments in Germany, Japan, USA, Turkey and Lebanon;
- Ensure proper implementation, at HQ level, of finance, accounting, and billing procedures, and actively participate to the annual auditing process;
- Direct and oversee all aspects of the Finance & Accounting functions of the organisation, at HQ level, including the preparation of financial statements, financial reports, special analysis and information reports;
- Provide and analyse cash flows, cost controls and expenses to develop management of dashboard and financial roadmap, assessing organisation SWOT to guide the conduct of the organisation’s business.

### *Finances of Field Operations*

- In close collaboration with the Chief of Staff (COS) and the Chief Operations Officer (COO), review budgets submitted to donors, in particular the budget lines affecting the HQ finances and cash flow; Ensure that the budget submitted include the appropriate HQ-related budget lines in relation with the organisation’s strategy (staffing, structure, etc.);
- Set up the appropriate field financial reporting system (SAGA) at the beginning of each new project contracted;
- Review and validate the Expenses Plans set-up at the beginning of every project;
- In collaboration and coordination with the COO, follow up, on a monthly basis, the volume of field expenses, in order to adjust the HQ cash flow and projections;
- Keep the COO informed of the financial situation, especially regarding cash flow, allowing her/him to coordinate accordingly the volume and pace of expenses at the field level;
- In coordination with the Finance Departments (at HQ, subsidiary RETs, and field operations level), ensure that instalment requests, based on financial field reports, are made to the donors in a timely manner;
- Keep the field closely updated on the expected money transfer;
- Ensure timely money transfer to the field;
- Ensure timely and adequate financial reporting to the donors, in coordination with the field.

## *Human Resources*

- Evaluate and advise the COS and the CEO in the design and funding of the organisation's staffing structure;
- Ensure that the monthly salaries of the staff directly paid from HQ accounts are paid by the Finance Department in a timely and proper manner, in compliance with local labour legislation;

## *Procedures & Manuals*

- Ensure regular update of the finance-related procedures manuals of the organisation.

## Secondary Responsibilities

- Undertake any additional task, as per the CEO's request.

## The Candidate

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### Qualifications and Requirements

- Master in Accounting, Finance or Business Administration;
- 15+ years in progressively responsible financial leadership roles, preferably in private sector or INGO context;
- Fluent in English; additional language, such as German, French or Spanish represent an asset.

### Personal Attributes

- Strong interpersonal skills, ability to communicate and manage well at all levels of the organisation and with staff at remote locations essential;
- Strong creative problem skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses;
- High level of integrity and dependability with a strong sense of urgency and results-orientation.

### Other Skills and Abilities

- Microsoft Office proficiency is essential, in particular Excel. Strong knowledge of SAGA is an asset.

## Applications

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Applications are to be sent to [recruit-che@theret.org](mailto:recruit-che@theret.org) before **13 November 2017** and must contain:

- a complete and up-to-date CV;
- a cover letter (in which you also mention your salary requirements annualised in CHF);