



International Institute of Humanitarian Law Vacancy Notice: Finance Officer

The International Institute of Humanitarian Law (hereinafter: the Institute), Sanremo – Italy, calls for applications for the position of **Finance Officer**.

The main purpose of the Institute is to promote international humanitarian law and related subjects. According to the Statutes the Institute takes initiatives and carries out activities of a practical and multidisciplinary character, in particular, by organising courses of teaching, training and advanced studies in the fields of international humanitarian law, human rights, refugee law and related issues; by promoting dialogue with a view to fostering better respect and implementation of international law and by organising international conferences, meetings and seminars of scholars and practitioners.

The Institute has a consolidated worldwide reputation and a long-lasting cooperation with international organizations, such as the United Nations High Commissioner for Refugees – UNHCR, the International Organization for Migration – IOM, and the International Committee of the Red Cross – ICRC. The Institute enjoys consultative status at the United Nations Economic and Social Council – ECOSOC, and participatory status at the Council of Europe.

The Finance Officer is responsible for maintaining the financial system and accounting records using Oracle NetSuite. The Finance Officer will be responsible for supervising accounting activities, including bank reconciliations, accounts payable and accounts receivable and will ensure smooth implementation of the Institute's programmes. S/he is also expected to have excellent organizational skills and to be able to handle time-sensitive tasks.

The ideal candidate shares our values in promoting the respect of international law and the safeguarding of human rights through training and other initiatives in multiple formats. S/he is expected to be a proactive team player with solid interpersonal and coordination skills.

Applications:

Applications must be submitted through the dedicated form: <https://forms.gle/qLG1ZkZKwvYgW9R37>

Application Deadline: 15 March 2023

Starting Date: as soon as possible

Applications will be reviewed on an ongoing basis. The Institute may choose to begin the interview process before the application deadline should a suitable candidate be identified.

Contract:

The incumbent will be offered a consultancy contract with the International Institute of Humanitarian Law until 31 December 2023, with a provisional period of up to three months. Subject to availability of funds and satisfactory performance, the contract can be extended. The incumbent can perform daily work remotely and may be expected to travel to Sanremo and Geneva upon request of the supervisor.

Requirements:

- Degree in Accounting, Finance, Economics, or similar;
- Good knowledge of EU and Italian accounting and fiscal regulations
- Minimum of three years of experience in financial management, monitoring and reporting;
- Proven experience in undertaking financial management using Oracle NetSuite, or similar Oracle, is essential;
- Experience in customizing a cloud-based ERP is an asset;
- Experience in vendor and procurement management is an asset;
- Experience in preparing reports for auditors of large international organizations is an important asset.
- Experience in managing finances of non-governmental organizations (NGOs) in Italy is an asset;
- **Required languages and skills:**
 - Fluent verbal and written English and Italian;



- Ability to meet changing demands and to adapt to frequently changing priorities; and
- Ability to set schedules, meet deadlines, manage multiple tasks, and work as part of a team in an international environment.

Terms of Reference:

Under the supervision of the Secretary-General, the Finance Officer will support the implementation of the Institute's programme through:

- Supervision of the day-to-day overall Institute's accounting activities;
- Supervision and coordination of the Institute's staff in charge of accounting;
- Oversee general ledger, bank reconciliations, accounts payables and receivables in Oracle NetSuite;
- Cooperation with NetSuite Providers operating in Italian market and manage Nexil bundle in order to meet all Italian accounting and fiscal requirements;
- Management of user adoption activities for grant, financial, vendor and asset management, in line with the Oracle NetSuite;
- Acting as focal point for internal training on how to use the Oracle NetSuite; and
- Conduct any other tasks deemed necessary to achieve the Institute's objectives.

Sanremo, 6 March 2023