



## Vacancy for Finance Officer

### SAI Platform

The Sustainable Agriculture Initiative Platform (SAI Platform) is a not-for-profit organisation transforming the global food and drink industry to source and produce more sustainably. With over 160 members, from companies and organisations in the food and drink value chain, SAI Platform is at the forefront in pioneering solutions to common challenges and promoting sustainable agriculture

### Finance Officer

SAI Platform has experienced considerable growth in recent years and is creating a new role for a finance officer to manage the day-to-day financial requirements of the organisation. The successful candidate will be based in Geneva and will work closely with our accountants, also based there. The role offers the opportunity to work in an organisation with global leaders in the food and drink industry who are at the hub of food system transformation at this exciting and challenging time in the industry. The role involves office based work with some remote working.

### Responsibilities

- Manage the monthly pay run to ensure invoices meet all requirements and are paid in a timely and efficient manner.
- Manage the invoicing of new members and support the set up of SAI Platform in their respective payment systems.
- Manage the invoicing and payment process for SAI Platform events and activities.
- Ensure debtors are followed up periodically.
- Act as the liaison person for any banking, tax and VAT issues arising in Switzerland.
- Manage external service providers effectively and cost-consciously.
- Establish reporting mechanisms to monitor and share financial updates.
- Ensure strong governance of process and budget with related tracking and reporting.
- Communicate with both internal and external stakeholders on process and issues relating to payments.
- Support the Operations Director with annual budgeting.

### Candidate requirements

- Strong financial and organisational skills.
- Familiar with, and eager to implement financial systems and processes that drive efficiency.



- Solutions focused with a “can do” attitude.
- Experienced and competent in Excel.
- Experienced in ABACUS or similar.
- Excellent organisational and interpersonal effectiveness.
- Proven success in similar role.
- Native or near-native level English speaker.
- Self-motivated and able to work remotely with a virtual team.
- Minimum of 3 years of relevant work experience.
- Experience of Swiss accounting standards and GIT desirable.

### Applications

With this position SAI Platform offers a part time role – 50% FTE . Applicants should either:

- Be already based in Geneva or within commuting distance of Geneva, with a valid work permit.  
OR
- Be a EU passport holder based in neighbouring France, willing to travel to Geneva for work.

Please send your application (a CV of no more than two A4 pages, and a one-page cover letter) to [acahill@saiplatform.org](mailto:acahill@saiplatform.org) mentioning ‘SAI Platform Finance Officer’ in the subject line. Deadline for applications is no later than **22 August 2022**.

For more information about this position, please send an email with your queries to [acahill@saiplatform.org](mailto:acahill@saiplatform.org)