

Terms of Reference (Individual Contractor Agreement)

<u>Application deadline:</u>	<u>30 December 2016</u>
Interview period:	3 - 11 January 2017
Start date:	16 January 2017
Posting Title:	Part-time Accounting and Admin Manager
Organisation:	Toilet Board Coalition
Location:	Geneva - Home Based & Impact Hub Geneva
FTE:	50%
Supervisor:	Executive Director
Please apply to:	secretariat@toiletboard.org

1. General Background

About the Toilet Board Coalition:

A business led public-private coalition for sanitation

Multinational businesses are experts at delivering complex systems with speed and scale. Promising sanitation business models need access to capital and skills building to grow, and development experts understand the most urgent priorities for sanitation delivery in underserved markets. The TBC is a business-led public private partnership that brings all of these pieces together. In 2016 we are seeking to amplify our investment and support to innovative sanitation business models that have the potential to improve hundreds of millions of lives. We call it the Toilet Accelerator - the world's first business-led accelerator for market-based sanitation solutions.

Our aim at the Toilet Board Coalition is to demonstrate that sanitation can be delivered profitably to underserved communities – and to create a robust business sector in sanitation in emerging and frontier markets that will continue to deliver resilient, sustainable economic development for its citizens into the future. We have consulted with the global sanitation community, who have been resounding in their optimism for increased private sector engagement, and fresh thinking on this important issue – to innovate all levels.



2. Purpose and Scope of Assignment

Purpose:

To manage the finance and admin functioning of the Toilet Board Coalition, a Swiss non-profit Association.

Scope of assignment

- Develop/adapt the TBC's financial and accounting system to current work program and new public and private sector funder requirements - liaising with our external accounting firm
- Develop a financial monitoring system to be used by all staff: budgeting, income and expenditure tracking.
- Prepare financial and cash flow analyses for individual donor funds/ grants and work program allocations on monthly and quarterly basis
- Prepare financial statements and reports for the Executive Director, donors and TBC Steering Committee
- Responsible for for referencing, filing and archiving financial and admin documents according to Swiss law and auditing requirements
- Prepare monthly payments and expense reimbursements - liaising with our external accounting firm
- Manage all requirements for employee / staff benefits such as AVS, LAA, Tax at Source, VAT, tax exemption etc.
- Prepare and manage the annual external auditor process with our external audit firm
- Apply for and manage tax exempt status in relevant jurisdictions
- Manage the general administration for the organisation
- Support the admin of the Executive Director

The Accounting and Administration Manager will be responsible to Executive Director.

3. Qualifications and Experience

a. Education

Advanced university degree (Master's degree or equivalent) in business administration, finance, accounting or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Certification as a Certified Public Accountant (CPA), Chartered Accountant (CA) or equivalent is desirable. Experience with the accounting procedures for Swiss non-profit associations is an asset.



b. Work Experience

- A minimum of 3-5 years of progressively responsible professional experience in accounting, finance, budget, administration

Languages: English and French

c. Key Competencies

- Professional accounting/finance expert
- Professional communication and interpersonal skills
- Flexibility

About the Toilet Board Coalition

Our goal

To catalyse a robust business sector to deliver universal access to sanitation.

Our mission

To accelerate innovative market-based sanitation solutions that deliver sanitation at scale, and to those who need it most.

The way we work

Bringing together experts from business, investment, development, academia and public infrastructure, we are creating a business Accelerator dedicated to sanitation initiatives that have the greatest potential to improve hundreds of millions of lives. We are innovating at all levels to find new paths that accelerate the pace of change.

The TBC Accelerator, launched in January 2016, selects 4-6 initiatives each year for a 6-12month program of access to world class mentors from across the Toilet Board Coalition member organisations, dedicated to accelerating business models, co-innovating solutions, and providing access to the investment and partnerships that will enable scale.

2.4 billion people do not have access to a safe toilet. So that nobody gets left behind, we're focusing on building market-based sanitation initiatives that can be taken to scale.

