

The Syngenta Foundation for Sustainable Agriculture is hiring!

New Position: Financial Analyst

About Syngenta Foundation for Sustainable Agriculture

The Syngenta Foundation for Sustainable Agriculture ('SFSA') is a non-profit organization that seeks to create value for resource poor small farmers in developing countries through innovation in sustainable agriculture and the activation of value chains. The operational strategy of the SFSA includes growth in local seed systems, insurance and risk products, as well as last mile market and delivery solutions, supported by research, policy work, external engagement and outreach. Headquartered in Basel, SFSA works in nine African and Asian countries.

The Foundation has over 100 employees worldwide, who join from a range of organizations including private companies, NGOs, international research institutions, universities and donors. Typical educational backgrounds include agriculture, agricultural economics, biology, environmental sciences, policy and business. To facilitate the scaling of Foundation programs at a global level, SFSA is currently investing in additional operational infrastructure in Basel, particularly in strengthened management, program evaluation and integrated financial processes. The new Financial Analyst will play an important role in the successful implementation of these new financial tools and processes.

More information on SFSA: <https://www.syngentafoundation.org/>

About This Job / Role Purpose

The Financial Analyst will support the effective execution of key financial processes and controls, reporting to the Financial Program Manager. The Analyst's three core responsibilities are to:

- Manage the SFSA billing process
- Ensure the smooth functioning of the SFSA Financial Controlling Tool, including responsibility for Timesheets, maintaining the Employee Database and providing support to SFSA users
- Support the execution of SFSA Global and Country Budgets and perform ad-hoc numerical and financial analyses

Accountabilities

(1) Manage SFSA Billing & Invoicing process

- Ensure timely documentation of all bills/invoices for SAP in line with SFSA financial procedures, including matching bills/ invoices to budgets and flagging inconsistencies
- Maintain and regularly update SFSA database with current and accurate information on vendors, contractors, and partners
- Support the process of payment confirmations to vendors and request quotations from vendors
- Communicate with, and assist, Country Programs and HQ Stream Leads on billing/invoicing and budgeting procedure
- Maintain periodic updates of financial transactions captured and entered in SAP, and communicate these to the Head of Finance and Operations

(2) Support on Managing Controlling Tool

- Review completeness and timely submission of Timesheets, by conducting analyses and sending reminder or escalating non-compliance with Timesheet policy to SFSA staff and management
- Perform second level support to SFSA users on Timesheet, acting as the "go-to-person" in case of issues or for onboarding to the tool

- Conduct regular uploads of data to SFSA online financial tool, including key SFSA Databases (Employee List, Vendors, Bills/Invoices, FX rates, Internal Orders) and SFSA Budgets
- Help establish procedures and controls to improve the tool's efficiency

(3) Support the Budgeting and Financial Controlling Process

- Ensure the timely booking of Foreign Exchange transactions for mitigation of currency variances
- Support the actual cost and preparation of monthly reports from SAP on actual figures - Support Head of Finance and the Financial Program Manager on preparation of the 3-Year Plan, Yearly Budget, Forecast / Latest Estimate in cooperation with Project Officers and Streams' Leads. In addition, support on identification and analysis of deviations of Actual from Budget/LEs and identification of remedial actions
- Support the process of documentation and reporting of financial and administrative tools / processes
- Perform ad hoc finance / controlling / reporting / analytical tasks

Required Skills and Experience

Knowledge & Experience required for the role

- At least two years relevant work experience in the context of private sector development, agriculture and/or international development
- Strong knowledge in budgeting, forecasting and planning processes
- Project management experience and skills
- Previous experience working for a non-profit sector and/or in a developing country context may be considered an asset

Qualifications and Personal Skills Required

- A Bachelor's Degree in Business Administration, Finance / Accounting or a similar field
- A strong command of Excel and other Microsoft Office applications
- Knowledge of working with SAP preferred
- Good problem-solving, analytical and numeracy skills
- English proficiency; German and French desirable, other languages such as Mandarin and Hindi would be an asset
- The ability to work through "virtual teams" and in a multi-cultural environment effectively
- Good communication and interpersonal skills
- Resilience and adaptability in a rapidly changing environment

Additional Information

Starting Date: As soon as possible

Primary Location: Basel, Switzerland

Role Type: Permanent

Contact Details & Application Process

Please contact Lena Koeber (lena.koeber@syngenta.com) if you're interested in the role and/or have any questions. The position will be posted on the Syngenta Careers Website from mid-February 2019 and will be open until early March. All interested candidates should apply directly via the online recruiting tool.