



Terms of Reference: Operations Officer (70–80%)

Position Title:	Operations Officer)
Location:	Remote (Non-Geneva based) or Hybrid (Geneva-based)
Contract Type:	Consultancy or Fixed-Term (4 months, starting ASAP) Possibility of extension based on funding

1. Context & Mission

Child Rights Connect (CRCnct) is the largest global network working for the realization of children's rights (130+ members). Our work is implemented as a network, connecting civil society actors with the UN human rights system to provide technical assistance, capacity building, and advocacy.

CRCnct is navigating a pivotal structural transition. As we shift from core funding to a portfolio of restricted institutional grants and our staff composition changed, we require a seasoned financial expert to fortify our operational backbone.

We are seeking a professional on Operations & Compliance to immediately step in, stabilize our financial compliance frameworks, and ensure seamless delivery on complex donor agreements through early 2027 (see the list of current donors [here](#)).

This is a high-impact, transitional role designed with a dual mandate, under the supervision of the IED:

1. Compliance Guardian: Ensure strict adherence to internal financial policies and the specific, varied requirements of multiple institutional donors (e.g., see current donors [here](#)).
2. Operational Enabler: Decouple routine financial and administrative burdens from the Interim Executive Director, enabling leadership to focus on urgent fundraising, strategic planning, and change management.

2. Key Responsibilities

A. Financial Monitoring, Grant Compliance & Planning (Priority 1)

- Donor Financial Reporting: Prepare rigorous financial reports for multiple restricted grants (including co-funding arrangements and in-country partners), ensuring absolute alignment with donor eligibility rules, budget lines, and submission deadlines for final review and approval by the IED.

- **Budget Monitoring & Fund Allocation:**
 - Monitor expenditure against approved project budgets in real-time, tracking burn rates and forecasting cash flow needs.
 - Manage the internal process of fund allocation, ensuring liquidity is correctly distributed across projects to meet co-financing requirements.
 - Advise the IED and Programme Team on budget flexibility, re-allocations, and financial risks.
- **Grant Cycle Support:** Collaborate on grant applications by developing accurate budgets and defining financial compliance frameworks for new projects; support the financial aspects of grant management from application to closure.
- **Audit & Internal Control:** Serve as the primary liaison with the external accounting company. Provide accurate, timely documentation for bookkeeping, payments, and audit preparation. Ensure a clean audit trail for all restricted funds.
- **Procurement Compliance:** Oversee procurement requests to ensure all expenses engaged by the organization and its partners comply with both CRCnct policies and specific donor regulations prior to IED approval.

B. Member Fees & Network Administration

- **End-to-End Fee Management:** Manage the operational lifecycle of member fee administration:
 - **Invoicing:** Generate and issue annual invoices in accordance with member status and governance decisions.
 - **Tracking & Follow-up:** Systematize payment tracking, manage arrears, and communicate with members regarding fee status.
 - **Accounting Reconciliation:** Ensure all received fees are accurately recorded, reconciled with bank statements, and reflected in the internal financial dashboard.
- **Status Tracking:** Maintain an up-to-date register of member statuses (active, suspended, withdrawn) to inform voting rights and engagement eligibility.

C. Operational Logistics & Administration

- **Value for Money:** Support management in efforts to increase efficiency, optimize costs, and ensure value for money across all operations.
- **Office & Contract Management:** Perform a wide range of administrative and logistic activities, including contract renewals, insurance, and office coordination (remote/hybrid).
- **HR & Intern Support:** handle the administrative onboarding of interns and volunteers, ensuring compliance with Swiss legal requirements.
- **Process Optimization:** Document and streamline internal operational procedures to reduce reliance on ad-hoc decisions and enhance organizational resilience.

3. Profile & Competencies

Professional Qualifications:

- Degree in Finance, Business Administration, International Development Management, or equivalent.
- Minimum 5 years of experience in financial management within the non-profit sector, with proven expertise in managing restricted grants from institutional donors (e.g., UN, Government agencies, Foundations).
- Experience in financial forecasting, internal controls, and coordinating with external audit/accounting firms.
- Fluency in English (mandatory); working knowledge of French is a strong asset.

Technical Skills:

- Advanced proficiency in financial reporting, budget forecasting, and internal controls.
- Familiarity with accounting software (particularly Microsoft Dynamics) and network management tools.
- Strong understanding of Swiss non-profit legal and tax frameworks.
- Proficiency in Office 365 (Advanced Excel skills for data analysis and budget tracking are essential) and collaborative platforms (Teams, SharePoint).

Personal Qualities:

- Integrity & Precision: Unwavering attention to detail with a strong ethical compass regarding financial compliance.
- Autonomy: Capable of working remotely with minimal supervision; must be able to "hit the ground running" with minimal training on grant compliance.
- Proactive Problem-Solver: Ability to anticipate financial risks and propose solutions before they become critical.
- Diplomacy: Strong interpersonal skills to manage sensitive conversations regarding member fees and donor compliance.
- Commitment to Rights: Knowledge of human rights, child rights, and gender equality is a strong asset.

4. Immediate Deliverables (First 3 Months)

Prioritized by organizational urgency:

1. Grant Compliance & Reporting (Critical): Draft and finalize all outstanding intermediate and final financial donor reports (including partner sub-reports consolidation) for active grants (specifically GAC and co-funding).
2. Member Fee System Audit: Review and formalize the member fee invoicing and tracking process to eliminate current backlogs and ensure accurate reconciliation.
3. Operational Efficiency: Suggest concrete measures to management for reducing operational costs and adapting internal procedures to the organization's new

restricted-funding reality. *(Note: While a unified financial dashboard is a useful tool, it is secondary to the immediate delivery of compliant donor reports and fee regularization.)*

5. Application Note

- Considering the closure of current financial exercise and donor deadline, CRCnct requires a candidate who can start immediately. Applications will be reviewed on a **rolling basis**, so we encourage candidates to submit early applications by using [this application form](#).
- We welcome applications from candidates based in Geneva or remote contractors who demonstrate the ability to operate autonomously from Day 1. The type of contract (consultancy, mandate or fixed term) will be defined based on the availability of the candidate in compliance with applicable rules and regulations.