



Finance Segregation of Duties and Financial Controls/Compliance

1. Director of Finance

Subrogated to: Accounting Supervisor

Scope of Subrogation:

In the temporary absence of the Director of Finance, the Accounting Supervisor shall assume the following responsibilities:

- Oversight of organizational financial planning and reporting.
- Approval of all financial transactions, bank disbursements (wire transfers, ach's and physical checks), payroll and journal entries.
- Coordination with executive leadership and auditors.
- Present financials to board audit committee
- Supervision of finance and accounting staff.
- Ensuring compliance with internal controls and applicable financial regulations.
- Preparation of annual budget with Secretary General.
- Ensuring financial compliance
- Managing company sponsorship/partnerships and overall contracts, in coordination with Secretary General.

2. Accounting Supervisor (if needed, at appropriate time)

Subrogated to: Finance Coordinator

Scope of Subrogation:

During the absence of the Accounting Supervisor, the Finance shall assume the following duties:

- Management of daily accounting operations (e.g., accounts payable, receivable, journal entries and payroll).



- Entering all wire transfers, ach's and physical payable checks for approval.
 - Ensuring daily accounting functions are completed accurately and on time.
 - Assistance with month-end close and financial reconciliations.
 - Preparation of financial reports and summaries as needed.
 - Communication with vendors and department heads regarding financial matters.
 - Ensuring timely and accurate data entry and documentation.
 - Assisting with staff training and answering accounting-related inquiries.
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3. Finance Coordinator (if needed, at appropriate time)

Subrogated to: Cross-trained Finance Team Member

Scope of Subrogation:

In the absence of the Finance Coordinator, the Finance Director will designate a staff member to be responsible for:

- Supporting finance in budget preparation and bank reconciliation annual compliance.
- Assisting with financial data entry travel, credit card reconciliation and tracking receipts.
- Assisting in annual financial compliance.
- Assisting the Accounting Supervisor in overflow of day to day duties



Financial Compliance Payment Process

Invoice Receipt & Validation

- All invoices must be submitted to Accounts Payable (AP) and within each department's approved annual budget guidelines.
- **Confirm:**
 - Correct vendor name and address
 - Purchase order (PO) match (if applicable)
 - Description of goods/services provided
 - Accurate payment terms
 - Applicable tax or VAT details

2. Approval Workflow

- Routing of invoices for approval:
 - Department Manager approval
 - Director-level approval
 - CFO or Executive Team approval
- Approval documented electronically or in writing for audit trail

3. Compliance & Policy Review

- Review invoice for:
 - Budget alignment
 - Conflict of interest policies
 - Contract compliance
 - Grant/funding restrictions (if applicable)

Tax Compliance

- **Corporate Income Tax:** Declared annually, rates vary by canton (~12%–21%)



- **Withholding Tax:** 35% on dividends (refundable in many cases)
- **VAT:**
 - Mandatory registration if turnover exceeds CHF 100,000
 - Standard rate = 8.1%, reduced rates = 2.6% or 3.8% (for hotels)
 - Quarterly VAT returns

4. Data Entry & Payment Scheduling

- Enter approved invoices into accounting system
- Assign general ledger (GL) coding
- Schedule payments according to payment terms (Net 30, Net 15, etc.)

5. Payment Execution

- Payments made via:
 - ACH
 - Wire transfer
 - Check
 - Credit card (if pre-approved)
- Two-person verification for all payments (e.g., initiator + authorizer)

6. Recordkeeping & Reconciliation

- Maintain supporting documentation:
 - Invoice
 - Approval
 - Payment confirmation
- Monthly reconciliation of bank statements and payment reports

7. Audit & Compliance Review

- Periodic internal or external audits



- Ensure compliance with:
 - GAAP
 - Regulatory agencies