



Finance & Administration Officer

Zoi Environment Network

Starting date: as soon as possible
Contract type: 50%
Location: Geneva, Switzerland
Closing date: 17 June 2019

Description

Zoi Environment Network (Zoi) is a Swiss non-profit organization that helps to build sustainable societies through informed analysis, visual communication, design and action. Zoi provides expert services that contribute to our mission to making environmental information available and useful for decision-making. We analyze information, produce communication tools, and facilitate dialogue and training across a wide range of global environmental issues. Our core topics include climate change, biodiversity, water, chemicals and waste, security and conflict, and access to information. Zoi supports development projects of the United Nations, Switzerland, the European Union and other public sector players globally, in Central Asia, the Caucasus, Eastern Europe, Middle East and the Balkans. Founded in 2009, Zoi has an average annual turnover of 1.5 million CHF, and our core team consists of 15 people, complemented by a global network of associated experts. Please visit www.zoinet.org for more information.

We offer flexible and creative working environment in a small dedicated team based in the international environmental hub of Geneva.

Reporting to the Director, the Finance & Administration Officer is responsible for the day-to-day financial and operations functions of the organization. S/he also supports HR management and reporting to our partners in the development sector.

Responsibilities

Project Contract and Budget Management

1. Create and maintain project budgets, update expenses and time spent on projects on a monthly basis
2. Prepare project financial reports and invoices to donors, provide support to the preparation of substantive reports
3. Prepare and review project contract documents
4. Provide support for tender and proposal submissions

Financial Management, Payroll and Compliance

5. Manage accounts payable and accounts receivable processes end-to-end
6. Coordinate and prepare files for the external accountant and auditor
7. Prepare annual operating budgets, together with the Director

8. Monitor and ensure compliance with Swiss rules and regulations
9. Prepare annual reporting on social security, insurance and tax
10. Maintain payroll up-to-date, together with the external accountant

Human Resources

11. Prepare staff and consultant contracts, complete new hire paperwork and ensure compliance with applicable regulations
12. Maintain leave and absence records and planning calendars
13. Provide advice on work matters, grievances and procedures

Office Administration

14. Maintain office files, correspondence and equipment
15. Procure office supplies and external services
16. Provide general administrative support and event management as needed

Profile

- ◆ At least 4 years of relevant work experience in international development / non-profit sector, including financial reporting and contract & payment management
- ◆ Knowledge of Swiss compliance (i.e. social security) is an advantage
- ◆ Problem-solving, service-oriented and flexible approach. Good organizational skills, ability handle multiple tasks, and attention to detail are essential.
- ◆ Interest in environmental issues and global affairs, sensitivity to intercultural communication
- ◆ Fluency in English, good level of French
- ◆ Full command of basic IT tools, in particular Excel

Applications

Interested applicants with the required profile are invited to submit a CV (max 2 pages) and a cover letter (max 1 page), in English and by email only to: recruitment@zoinet.org by 17 June 2019. Please note that only shortlisted candidates will be contacted.

Only candidates from Switzerland, from an EU/EFTA country or candidates already having a valid Swiss working permit will be considered.