DATA ANALYST /
REPORTING SPECIALIST

swisscontact

We create opportunities

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Swisscontact is represented in 38 countries with over 1200 employees. The foundation is headquartered in Zurich, Switzerland.

To complement our Corporate Controlling team at our headquarter in Zurich, we are looking **immediately or by arrangement** for a

Data Analyst / Reporting Specialist (80-100%)

Corporate Controlling forms part of Swisscontact's Finance & Technology domain and co-ordinates the global planning, budgeting and forecasting process, supports timely year-end closing, maintains the foundation's central data warehouse and fosters an encompassing business intelligence, management information and project reporting system in close collaboration with internal key stakeholders.

We are a small, dynamic and tech-savvy group of people with a flat hierarchy and a target-oriented working style. We are looking to reinforce our team with your **advanced data analysis and reporting skills** to improve our +140 projects' budgeting, forecasting and reporting process. Together with you we will strive to **exploit the wealth of our existing financial data** more proactively and to **accelerate the automation of our key financial processes**. This will enable us to make a real difference in how we manage our projects. We expect a "can-do" attitude from you and will provide you with ample opportunity to **self-reliantly improve and scale up our project reporting and business intelligence infrastructure**.

Responsibilities
- Conceptualize, develop and roll out a state-of-the-art project reporting solution (with data from our ERP system/DWH) to facilitate anticipatory internal budget compliance monitoring as well as forecasting of our ongoing projects
- Champion the digitalization as well as automated production of project financial statements for our donors
- Strengthen our foundation's reporting capabilities in the Corporate Finance area (e.g., FX exposure reporting for our projects, group liquidity reporting)
- Help us scale up and optimize our existing BI / DWH architecture and corresponding ETL processes
- Drive business process automation endeavors in our foundation
- Support the further development of our project management solution (create required reports, introduce/optimize systems interfaces, help with customization)

Qualifications
- University / university of applied sciences degree in the fields of business informatics, computer science or equivalent higher technical education
- At least 3 years of hands-on experience with implementation and maintenance of data warehouses (ideally SQL Server), reporting tools and/or business intelligence solutions
- Very good skills in data wrangling, modelling and visualization (advanced knowledge of Power Query and DAX of advantage)
- Accustomed to the peculiarities and data structures of ERP solutions
- Process-oriented and structured thinking with the joy to analyse and independently resolve complex problems in a customer-focused manner
- Proactive, independent, and solution-oriented approach and resilience
- Business proficiency in English (written & spoken), German speaking is an advantage
- Work permit in Switzerland

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organizational culture: mutual respect, trust and teamwork.

We look forward to receiving your online application with the following documents in English or German: letter of motivation, curriculum vitae, diplomas and references. Please apply exclusively via the online application portal. For further information please visit www.swisscontact.org.