



HEAD OF FINANCE AND ADMINISTRATION

(m/f/d)

100% / Zürich, Switzerland

FOUR PAWS is the global animal welfare organisation for animals under direct human influence, which reveals suffering, rescues animals in need and protects them. Find out more about our sustainable campaigns and projects on www.vier-pfoten.ch.

Would you like to contribute to something meaningful and work with us along our mission? This is your chance. We are looking for dedicated people to enrich our team.

Your contribution will be

- Contributing to the strategic and implementation plans for FOUR PAWS Switzerland
- Being responsible for financial reporting and controlling systems and processes and offering technical and content specific support
- Acting as sparring partner for the Swiss leadership team
- Leading the finance and animal welfare support team
- Being responsible for maintaining local chart of account and ensuring on time month-end closing, the annual closing, the annual auditing and reporting process, and the regular reporting to Headquarters
- Supporting the budget process for FOUR PAWS Switzerland according to the organisation's processes
- Managing bank and insurance matters
- Oversight of the full financial processes to ensure smooth business operation
- Managing contracts and legal documents
- Overseeing the processes of the animal welfare support services
- Leading all compliance related matters
- Being responsible for facility management
- Supporting the implementation of all IT related matters

Your profile ideally illustrates

- Several years' experience in Finance Administration and Finance Management
- Degree in commercial training with certificate in Finance and accounting or equivalent
- Strong international experience is an advantage
- Excellent written and oral communication skills in German and English, French is a plus
- Reliable and discreet personality with a strong work ethic, as well as a structured and well-organised working style
- Ability to work independently, as well as in a team
- **Experience leading and motivating a team**
- Great affinity to animal welfare and FOUR PAWS vision and mission

Our offer includes

- The opportunity to truly contribute to global animal welfare
- A multinational team with the spirit of ONE FOUR PAWS
- A modern workplace in Zurich, easily accessible by public transport
- Extra family days at the end of the year
- Option of partial remote work
- A dog-friendly workplace

Animal Welfare.
Worldwide.



We are dedicated to the principles of diversity, equality and inclusion.

Be part of a good cause and apply for your next professional challenge with your application by 25th November to

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