

FOUR PAWS is an international animal welfare organisation with headquarters in Vienna, Austria, which has offices in more than 12 other countries. Founded in 1988, the organisation pleads for animal welfare through sustainable campaigns and projects. FOUR PAWS focuses on animals that are directly under human influence, for example stray dogs and stray cats, farm animals, wild animals and companion animals kept in inappropriate housing. FOUR PAWS aims to help animals in need directly and quickly.

For the Swiss branch office in Zurich we are looking for a well organised and precisely working personality as

Head of Finance and Administration (m/f)
Fulltime / Zürich

Main duties:

- Responsibility for financial business reviews, audits, budgets as well as planning / forecast processes
- Offering technical and content specific support of financial reporting and controlling systems and processes
- Supporting personnel administration for the local office
- Working in cooperation with external partners in relation to finance and personal administration duties
- Updating maintenance of Finance, IT & Administration equipment in all relevant fields
- Direct reporting line to the local country director and the international director of finance & administration
- Being responsible for a small team of front office workers who are caring of the processes for the phone central of FP CH (Team of 4)
- Securing the activities in the general organization of the office processes

Requirements

- Commercial education/ finalised commercial apprenticeship
- Extensive knowledge in Finance and Accounting
- Excellent MS Office skills, especially Excel and experience with databases
- Strong international matrix management skills and a hands-on approach
- Excellent communication skills in German and English (written and oral), French is a plus
- Assertive, service- and solution-oriented personality
- Great affinity to animal welfare and FOUR PAWS values and issues

What FOUR PAWS offers

- A dynamic and pleasant working environment in a motivated team
- A fully integrated and respectful partnership within an international organisation
- An attractive working place in the center of Zurich
- Work experience in an international matrix organisation

If you have a proven track record of success in the field of Finance & Accounting and are interested to work for an international animal welfare organisation - please send us your application documents (resume, diplomas, references) via email.

VIER PFOTEN – Stiftung für Tierschutz
www.vier-pfoten.org

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