

VACANCY

Head of Finance & Operations

Nyon, Switzerland

Grade F (100%)

UNI Global Union is seeking a Head of Finance & Operations who will have overall responsibility for the Finance, IT, Administration, Infrastructure and Events domains of activity within the organisation.

The Head of Finance & Operations leads the accounting, financial planning, budgeting and reporting and is also responsible for supervising financial projects and regional office accounts.

The Head of Finance & Operations will manage the team leaders of the IT Team and the Events Team and will be responsible for the overall management of the organisation's administrative support.

1 About UNI Global Union

UNI Global Union is the voice of 20 million service sector workers around the world. Working with our affiliated unions, UNI represents workers in over 150 countries in industries such as Cleaning & Security, Care, Commerce, Finance, Telecommunications, and Tech. Our Head Office is based in Nyon, Switzerland with around 55 employees.

Our mission is to build power for working people through growing strong unions and to change the rules of the game in the global labour market to ensure respect and dignity in the global workplace.

2 About the job

As Head of Finance & Operations, your main responsibilities will be:

Financial Management & Controlling

- Preparing of budgets and monitoring of spending for all organizational units.
- Managing accounts at the level of organizational units and projects.
- Preparing key performance indicators and reporting for governing bodies and organizational units.
- Writing the annual report for the Treasurer.
- Maintaining and continually improving the internal control system (ICS).
- Supporting and advising the regions on accounting and financial matters.

Financial Accounting

- Managing the financial accounting of the organisation in accordance with the Swiss Code of Obligations (OR), including preparation of the annual financial statements and organization of internal and external audits.

- Ensuring payment transactions and collections in Swiss Francs and foreign currencies.
- Planning cash flows and investing surplus liquidity.
- Commissioning and monitoring external property management and reviewing property accounts before incorporating them into the financial accounting.
- Ensuring payroll processing and the settlement of social security contributions and withholding taxes in accordance with Swiss law (payroll).
- Fiduciary duties such as reviewing the tax situation, commercial register entries, and organizing legally mandated audits (e.g., AHV, tax audits).

IT and Operations

- Coordinating administrative support for the organisation.
- Overseeing internal services such as reception, event support, building maintenance etc.
- Overseeing the provision and maintenance of infrastructure (workspaces, meeting and break rooms, office supplies, etc.).
- Ensuring close coordination with HR on pay roll matters.
- Commissioning and monitoring external service providers.
- Ensuring data security and archiving.

Staff Management

- Leading employees in the Finance team.
- Managing the IT and Events team leads.
- Organizing and planning work tasks for the Finance team.
- Developing and optimising processes and checklists.
- Monitoring compliance with governance and signature rules.

The Head of Finance & Operations will report to the Deputy General Secretary and is based in Nyon Switzerland.

3 The Successful Candidate

The successful candidate has:

- Chartered Specialist in Accounting and Financial Management, or similar professional qualification.
- Knowledge of the Swiss accounting system (OR), Swiss labour and social security law and Swiss tax law.
- At least 15 years of professional experience in finance, experience in an international environment and/or non-for-profit organisation is an advantage.
- Knowledge of the MS AX Dynamics accounting system.
- Experience coaching, training and developing people.
- Prior experience overseeing IT, Operations and /or other administrative functions.
- At least 5 years of experience managing a team.
- Experience in change management is an advantage.
- An excellent command of both French and English.

In addition, the successful candidate:

- Is service oriented.
- Determines priorities and allocates time and resources effectively.
- Knows what results are important and focuses resources to achieve them.
- Has a strong sense of integrity.
- Works collaboratively with colleagues to achieve organisational goals.
- Shares the values of the organisation.

4 We offer

The terms and conditions of employment are according to the collective agreement existing between UNI, its employees in Nyon and their trade union.

- A state-of-the art collective agreement with attractive benefits.
- A competitive monthly gross salary starting from CHF 13'329 per month, based on the candidate's experience, and payable in thirteen instalments.
- Flexible work policies in terms of core hours and working remotely.
- Excellent Pension scheme and healthcare insurance benefit.

The normal working hours as per our collective agreement are 35 hours per week, Monday to Friday (for full-time employees). Reasonable additional hours may be required.

UNI is committed to diversity regardless of gender and age and strongly encourages applications from those with a BIPOC background, the LGBTI community and people with disabilities.

5 How to apply

If you recognize yourself in the profile sought and if you share the values of our organization, <https://uniglobalunion.org/about/>, we invite you to apply for this position on [Jobup](#).

Application deadline: 31 July 2025. Interviews will take place as from 11 August 2025.

Start date: Ideal start date is 1 October 2025, but further consideration will be given to the ideal candidate's availability (for an earlier or later start).

6 Data management

For us to comply with new data protection laws, UNI Global Union does not retain unsuccessful candidate applications. If you would like to know about future employment opportunities, please visit our employment website where all our vacancies are posted <http://www.uniglobalunion.org/about-us/jobs>.