

Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

For our Head Office in Switzerland (Zurich or Berne) we are asap looking for an innovative

TEMPORARY CONTROLLER 50% ADVISORY SERVICES (35%) AND INTERNATIONAL PROGRAMMES (15%) DEPARTMENTS

YOUR MAIN TASKS

The overall goals are:

- Support the annual planning and budgeting process of Advisory Services (AS) department
- Establish/analyse financial information for the steering of Advisory Services department
- Finalise new performance indicators (PI) and send information to the Helvetas countries

The main tasks include:

- Elaborate review and disseminate budgeting support documents and instructions
- Fill in required planning forms and provide guidance to Heads and Project Managers
- Review and consolidate the annual services and capacity plans on department, team & collaborator level
- Conduct regular controlling of AS (turnover, contribution margin, time monitoring...) based on annual plans, consolidated accounts, and audits
- Support departmental staff in financial monitoring
- Produce Rolling Annual Plan (RAP) and Financial Forecast
- In collaboration with AS Learning & Innovation and International Programme (IP) Directors, finalise the new Performance Indicators (PI) 2021-2024
- In collaboration with AS Learning & Innovation and IP Directors, analyse the indirect PI based on feedbacks from the countries & AS and define final indirect PI and adjust the current PI Excel sheets in line with the new PI
- Upon consultation with AS Learning & Innovation and IP Directors, send information and required sheets on the PI 2021-2024 (with explanations and measuring instructions) to the Helvetas partner countries and provide answers to questions
- If time allows, assist in establishing a PI dashboard

YOUR QUALIFICATIONS

- Proficient and proven experience in software programmes Excel, Abacus, Word
- Very good analytical skills, result oriented and offering a creative approach to find solutions
- Competencies in processing & presenting complex matters in a comprehensible manner
- Flexibility as workload varies with special peak times and lower amount of work
- Language skills in German, English, French and to a certain extent Spanish
- Highly self-organized work style
- Team oriented and social, intercultural competences and sensitivity

OUR OFFER

A 50% fix-termed contract until November 2021, with the possibility to extend.

Attractive working conditions and a challenging but satisfactory job in a multicultural and dynamic environment.

We look forward to receiving your complete application including motivation letter, CV and all relevant certificates and diplomas by **July 25, 2021**. Please send your electronic application via our [online recruiting portal](#).

For additional information please visit our website www.helvetas.org or contact Susy Chapanduka (susy.chapanduka@helvetas.org).