

HEKS/EPER Swiss Church Aid is the aid organisation of the Protestant Churches of Switzerland and has its headquarters in Zurich/Switzerland. HEKS/EPER works towards a more humane and more equitable world, assisting people and communities to overcome economic, social or humanitarian disparities in order to gain autonomy and to live with dignity both in Switzerland and abroad. Therefore, HEKS/EPER engages in development cooperation, humanitarian aid and church cooperation. HEKS/EPER has its own coordination offices in presently 16 key countries and around 200 projects world-wide. HEKS/EPER is a member of the ACT Alliance.

HEKS/EPER International Division is looking to recruit a strong candidate **by August 2018 or upon agreement** to fulfil the role of:

## **Administrative and Finance Assistant Humanitarian Aid (80%)**

### **Main tasks:**

- Financial follow up of Humanitarian Aid Projects: Budgets, forecasts, instalments, reports, audits
- Support HEKS/EPER country offices and local partners to work according to HEKS/EPER administrative and financial guidelines
- Support in the preparation and submission of funding applications and regular financial reporting to institutional donors
- Assistance in drafting contracts and in assessing financial and narrative reports
- Scheduling and controlling of receipt of documents (project reports, audits, annual reports and more)
- Expat-Administration: Supporting HR in ensuring the application and uniform handling of the expat regulations within HEKS/EPER and in onboarding, retention and offboarding processes
- Security-Administration: Ensuring the application and uniform handling of the corporate security policy, especially the regular revision of country security plans and travel security briefings
- Translation, proofreading and editing of texts (d/e/f)
- General administrative tasks including organizing meetings and taking minutes

### **Required profile:**

- A commercial apprenticeship, commercial school or equivalent training as well as additional training in the field of finance
- In-depth knowledge of bookkeeping/finance
- Valid Swiss work permit
- Several years of working experience abroad with an INGO in a Humanitarian Aid context
- Excellent English, French and German language skills
- Profound knowledge of common IT applications
- Used to work under pressure and to deliver on tight deadlines
- Flexibility to travel, also on short notice
- Initiative, service-oriented with good communication skills

### **Our offer:**

- A multifaceted, challenging job in a very dynamic working environment
- A team of committed and competent colleagues
- Up to date conditions of employment
- A modern working place in Zürich and Lausanne

We are looking forward to your complete application (incl. CV, motivation letter and questionnaire) until 30.06.2018 by email to [jobs@heks.ch](mailto:jobs@heks.ch). Job interviews will take place on 10<sup>th</sup> July 2018 and 11<sup>th</sup> July 2018. Electronic applications will be deleted after the recruitment process.

For additional information please contact Janine Udogu, Teamleader Administration International Division under +41 44 360 88 62.

