



Your sound financial project management will provide children with a better future.

As the largest independent children's rights organisation in the world, Save the Children has been working specifically for the rights of children since 1919. In Switzerland and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm.

For our office in Zurich we are looking for an:

Officer Financial Project Controlling (80-100%)

Starting date: November 1, 2023 or as per arrangement

What makes your role special

- Analyze and evaluate proposal submissions for budget strength and compliance with donor and Save the Children regulations, provide recommendations and feedback to our Global Programmes department
- Monitor external financial reporting to ensure timely delivery of high-quality reports in line with donor and Save the Children requirements
- Ensure award management systems and processes are successfully implemented, and key controls are in place for effective portfolio management
- Support our Global Programmes department to address any issues of concern regarding financial project performance or donor reporting, respond to ad hoc queries and work with the implementing bodies to proactively address such issues
- Assist in facilitating external audit requests and support close-out process of completed projects

What we are looking for

- Degree or adequate experience in finance, business administration or a related discipline
- Strong Microsoft Office skills and an advanced Excel user
- Finance and accounting experience is an asset
- Verbal and written fluency in English. German and/or French would be an advantage
- Excellent analytical and communication skills with the ability to proactively identify issues and address them
- Experience as a team player in international contexts
- Proven ability to take initiative, self-motivating, 'can-do' attitude and working independently as well as staying calm and focused when working under pressure

What we can offer

- An exciting, meaningful challenge in an international environment
- A very professional but uncomplicated working culture in a diverse team
- Flexible working hours, home office option and central offices in Zurich
- A competitive remuneration and social benefits package

We promote diversity in our team and therefore welcome applications from people of diverse nationality(ies), ethnic and social origin, religions, sexual orientation and identity, different ages and genders, as well as people with disabilities.

The UN Convention on the Rights of the Child is the basis of all our work. Our child protection policy requires that all employees sign our child safeguarding declaration and hand in their criminal record.

Interested? Please send a complete application via email jobs@savethechildren.ch.