



HEKS/EPER employs around 600 full-time staff members. Its work is guided by the vision of a just world where peace prevails, the dignity of all people is respected, and natural resources are preserved. HEKS/EPER is active in 25 locations in Switzerland and 30 countries worldwide, running more than 380 programmes and projects with a total volume of 138 million Swiss francs. Within the framework of Agenda 2030, the organisation focuses on four priority themes: "Climate Justice," "Right to Land and Food," "Asylum and Migration," and "Inclusion." HEKS/EPER also provides humanitarian aid to victims of natural disasters and armed conflicts, aiming to bring about change at the social, economic, and political levels. HEKS contributes to improving the living conditions of people both domestically and internationally, advocating for their rights. It raises awareness and mobilises society, politics, business, and churches. In 2023, around 16 million people benefited from the work of HEKS/EPER.

The Finance and Controlling Team of the HEKS/EPER Global Cooperation Division is looking to recruit a strong candidate to expand the current team. This is a one-year fixed-term position with the possibility of extension or conversion to a permanent role.

With immediate effect or by agreement we are therefore looking for a

Finance and Controlling Specialist (60%-80%)

Your main responsibilities:

- Leading the monthly consolidation process of our Country Offices accounting (20+ offices) into the main accounting tenant, including intercompany reconciliation, elimination journals and top-side adjustments.
- Maintaining existing financial reporting and controlling tools in PowerBI and Excel and leading the development and improvement of additional tools.
- Contributing to the budgeting and forecasting process of the Global Cooperation division and analyzing budget vs. actuals reporting on an ongoing basis on project, mandate and division level.
- Managing the income recognition/accrual process for our grants and donations.
- Contributing to the year-end financial closing process in accordance with Swiss GAAP FER 21.
- Support in the management of the restricted funds capital of the Global Cooperation Division.

To be successful you bring:

- Bachelor's degree in Accounting, Finance or other related field OR Dipl. Expert in Accounting and Controlling or similar technical education.
- Minimum 3 years' work experience in financial accounting, controlling and reporting, preferably in the INGO sector.

- Practical expertise in financial consolidation, preferably in an international context
- Experience with Business Central, PowerBI, PowerQuery and SQL are an asset
- Strong analytical thinking, a high level of responsibility, and a proactive mindset
- Fluent English and German (in writing and orally)

What you can expect from us:

- An interesting and challenging position in a dynamic international context
- Possibility to actively shape our processes and tools
- Interdepartmental collaboration with motivated and competent peers
- Flexible working hours
- A modern working place in Zürich, combined with flexible home office options

Would you like to join the HEKS/EPER team? We are looking forward to your complete application in English (CV, Cover letter and certificates) exclusively via our online portal.

Fabian Spörri, fabian.spoerri@heks.ch, Head of Controlling Team Global Cooperation Division, will be happy to provide you with further information.

For additional information about HEKS/EPER, please consult our website <https://en.heks.ch/>.

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