



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

For our Digital Transformation team based in Zurich & Berne we are looking for a dynamic and technically proficient individual to join our organisation.

Abacus Application Manager (F/M/D) 80-100%

As the Abacus Application Manager, you will hold responsibility for the **Abacus ERP system**, ensuring its seamless operation and alignment with the organization's business objectives. This includes streamlining key functions such as finance, HR, and program management. You will drive the ongoing enhancement of the ERP architecture and lead critical development projects. Collaboration with both internal teams and external partners will be key to guaranteeing system reliability and addressing evolving business needs. You ensure smooth running of recurring processes like yearend closing. Additionally, you will support automation and data-driven decision-making across the organization.

YOUR MAIN TASKS

- **Abacus System Management:** Lead the ERP system's integration, operation, and further development, ensuring its effective alignment with the organization's goals.
- **Project Leadership:** Develop and implement mid- to long-term roadmaps for ERP enhancements and oversee associated project costs.
- **System Maintenance:** Ensure the smooth operation of the ERP system, including managing data connectivity, interfaces, and system updates.
- **Stakeholder Engagement:** Act as a bridge between technical and business teams, ensuring the ERP supports finance, HR, and project management needs.
- **User Support:** Provide professional support to all users of the ERP system and coordinate with the IT service desk on more complex issues.
- **Knowledge Transfer:** Plan and conduct regular training sessions, develop user documentation, and maintain knowledge pages on the intranet

YOUR QUALIFICATIONS

- **Education:** Master's degree in IT, Finance, Accounting, Business Administration, or related field, with complementary experience in the other domain.
- **Professional Experience:** Demonstrated experience in managing and maintaining Abacus ERP systems, with a strong background in finance. Experience in NGO sectors is a plus.
- **Technical Expertise:** Advanced understanding of ERP systems, data connectivity, and the development of interfaces. Experience in automation and project management is highly valued.
- **Collaboration:** Works effectively in cross-functional, international teams and manages projects. Communicates clearly across hierarchy levels with both technical and business stakeholders

- Languages: Proficient in English (working proficiency). German, French, or Spanish is a plus.

OUR OFFER

We offer you an interesting challenge in a motivated team with attractive working conditions. You can expect a modern workplace in a multicultural setting in the centre of Zurich or Berne with attractive working conditions.

We look forward to receiving your complete application including motivation letter, work certificates and diplomas by October 31, 2024, via our [online recruiting portal](#). For further information please contact Patric Masar, Director Digital Transformation, Tel. +41 44 368 65 90, or visit our website www.helvetas.org.