

## **Membership & Accounting Officer (50 - 60 %)**

**Location:** Zurich, Switzerland (hybrid)

Do you have experience in accounting and enjoy engaging with people? Are you a detail-oriented professional with strong organizational and communication skills? Informatics Europe is looking for a **Membership & Accounting Officer** to join our team.

This role combines financial administration with relationship management, making it an excellent opportunity for a proactive and self-driven professional to contribute to Europe's technological advancement and social impact.

### **About Informatics Europe**

Informatics Europe is a non-profit organization that represents over 200 leading academic and research institutions in Informatics across 34 countries. We offer a platform for exchange and collaboration, raising the voice of the Informatics education and research community in Europe. Among others, we strive for sustainable human-centered technologies, reliable unbiased data and cutting-edge European innovation.

### **Key Responsibilities**

This role has two main areas of focus: **accounting & financial administration** and **membership coordination & engagement**.

#### **1. Accounting & Financial Administration**

- Execute financial transactions, invoicing and general bookkeeping.
- Ensure accurate and timely monthly and YE financial reporting.
- Maintain and improve financial processes, ensuring efficiency and accuracy.

#### **2. Membership Coordination & Growth**

- Support membership retention and engagement, ensuring timely and professional responses to membership inquiries.
- Process membership applications and renewals, maintain accurate member records and generate reports on membership activity and trends.
- Engage with prospective members by presenting Informatics Europe and its benefits to the heads of academic informatics institutions and public/private research labs across Europe. Track their engagement, and provide periodic follow-ups.
- Stay informed about the organization's activities, track Working Group objectives and deliverables, and integrate them into engagement strategies.
- Work closely with the Executive Director and Board of Directors to improve and optimize membership growth strategies.

### **What You Bring to the Role**

- Commercial apprenticeship (KV or equivalent) or bachelor's degree in business administration, marketing, or a related field.
- Experience in accounting, financial administration, and reporting (knowledge of Banana Accounting software is a plus).
- Excellent written and verbal communication skills in English.
- Ability to track and coordinate multiple tasks efficiently, with detail and accuracy.
- Comfortable learning and using digital tools.
- A proactive, self-motivated attitude, with the ability to work independently.
- Swiss citizenship or a valid B/C permit.
- Experience in European/international or academic research organizations is an advantage.

### **Why Join Us?**

- Flexible work arrangements with hybrid possibilities and a results-driven work culture.
- Competitive remuneration package.
- Dynamic international environment, with room for initiative and impact.
- Collaboration with academic and research leaders in shaping the future of Informatics in Europe and its role as a driver of social and technological innovation.

### **How to Apply**

If you're excited about this opportunity and meet the qualifications, please submit your **CV and a motivation letter in English** to [hiring@informatics-europe.org](mailto: hiring@informatics-europe.org) **by March 4, 2025**.

A **short video** (max. 3 minutes) where you explain why you are a great fit for this role is not mandatory, but would help us get a first impression of your communication style.

**Only complete applications sent by e-mail will be considered.** We look forward to hearing from you!