

The Swiss Academy for Development (SA4D) is a competence center for sport and development. We use sport and play to sustainably transform the lives of disadvantaged young people in Switzerland and internationally, enabling them to flourish. Our vision is a world where children and young adults are engaged, healthy, educated and employed members of their communities. SA4D was founded in 1991 as a not-for-profit foundation and is based in Biel/Bienne. We are ZEW certified (Swiss seal of quality for not-for-profit organizations).

With immediate effect or by arrangement we are looking for a

## **SPECIALIST FOR FINANCE, HR AND ADMINISTRATION [50%]**

### **LOCATION OF WORK**

Biel/Bienne, Switzerland, with an option to work partly in home office.

### **YOUR TASKS**

- Leading finance and accounting for the organization, incl. annual accounts
- VAT accounting
- Controlling
- Human Resources (salaries, social security, HR administration)
- Supporting the Director
- General administration for the organization

### **YOUR BACKGROUND**

- Commercial training with specialization in accounting
- Good knowledge and experience with HR matters
- Independent and meticulous approach to work
- Fundraising experience desired, but not required
- Integrative thinking, high level of motivation and initiative
- Professional proficiency in German and English (written and verbal)
- Knowledge of French or additional languages is an advantage, but not essential

### **WHAT WE OFFER**

- Independence and variety in supporting a dynamic organization, dedicated to making the world a better place
- Flexibility in terms of working hours and (partly) in home office, if desired
- Being part of a highly motivated and mission-driven team

### **CONTACT**

Please submit your application (cover letter, CV, as well as any relevant diplomas and/or letters of recommendation) by September 23th 2022 to Connor Spreng (Executive Director, [spreng@sa4d.org](mailto:spreng@sa4d.org), [www.sa4d.org](http://www.sa4d.org)). Please note that submitted applications will be reviewed and initial interviews conducted on a rolling basis, possibly prior to the submission deadline.