



VACANCY

Finance Assistant (60%)

UNI Global Union is the voice of 20 million service sector workers around the world. Through its affiliated trade unions, UNI represents workers in 150 countries and in every region of the world. Our Head Office is based in Nyon, Switzerland with nearly 50 staff.

UNI Global Union is seeking a Finance Assistant (60%) at its Head Office in Nyon.

The Finance Assistant is part of a team responsible for accounting and budgeting for all departments within UNI Global Union. The Finance & Accounting department is also responsible for supervising numerous project and regional office accounts, as well as providing financial information to the organisation's governance bodies.

Responsibilities

The Finance Assistant will provide support to the Finance and Accounting department in all matters related to finance and accounting:

- Book-keeping
- Preparing and processing national and international bank and postal payments
- Maintaining databases in the financial systems (e.g. suppliers, banks, currencies, staff, etc.)
- Preparing calls for contributions and payment reminders
- Verifying and updating membership dues
- Providing expenditure analysis
- Supporting salary administration, pension and social insurance payments
- Supporting the preparation of project financial reports in accordance with donor guidelines
- Supporting the preparation of budgets, financial reports and audits
- Maintaining relationships with banks and suppliers
- Maintaining relationships with all internal clients
- Performing any other finance and accounting tasks as required

Competencies & Experience

- "Maturité" or "CFC d'employé(e) de commerce" or equivalent– a good understanding of accruals accounting is essential
- Proficiency in MS office tools. Experience with the Sage accounting system is a definitive plus.
- Willingness to be "hands on" in the activity of the department, pro-active and positive attitude
- Service-oriented, excellent teamwork and interpersonal skills
- Accurate, attentive to detail
- Good analytical skills
- Fluency in English and French, spoken and written, is essential.

The terms and conditions of employment are according to the collective agreement existing between UNI, its employees in Nyon and their trade union.

We ask for applications for the position by close of business **16 June 2017**. Any candidate wishing to apply should send a CV and covering letter to: Colin Medland, Head of Operations, UNI Global Union, Email: jobs@uniglobalunion.org

DEADLINE FOR APPLICATIONS: 16 June 2017