

## VACANCY

### Finance & Accounting Manager

Nyon, Switzerland

Grade E (60%)

UNI Global Union is seeking a Finance & Accounting Manager to:

#### **Provide customer-oriented financial management services to the organisation**

#### **1 About UNI Global Union**

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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 over 50 staff.

UNI's strategy is to build power for working people through strong unions and to change the rules of the game in the global labour market in order to ensure justice and equality for working people.

#### **2 About the job**

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As Finance & Accounting Manager reporting to the Head of Finance and Administration (F&A), your main tasks will be to:

- Develop accounting policies and practices
- Maintain accounting for SSO Fund, Organising Fund, UNI Building Accounts (and any other modules as requested)
- Maintain accounting of donor-funded projects and support project management in close cooperation with the UNI SCORE team
- Support the development of the annual budgets
- Monitor sector budgets
- Prepare financial reports for all entities
- Supervise day to day accounting including all sector and project expenditure and maintenance of current accounts between entities and with regions
- Oversee end to end processing of monthly payroll including sign off
- In collaboration with the Head of F&A, support internal and external audits
- Maintain relations with banks and insurance companies (non payroll-related)
- Participate in induction of new staff members (Salaries & Finance)
- Deputise the Head of F&A for all finance-related tasks when needed

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

#### **3 The Successful Candidate**

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The successful candidate has:

- A chartered accountant or other relevant professional qualification

- At least 10 years of increasing responsibilities in accounting and / or financial management
- Knowledge of the Swiss system
- Prior successful experience managing a team
- Advanced MS Office skills, especially excel
- An excellent command of both French and English

In addition, the successful candidate

- Is service oriented
- Determines priorities and allocates time and resources effectively
- Knows what results are important and focuses resources to achieve them
- Has a strong sense of integrity
- Works collaboratively with colleagues to achieve organisational goals

Prior experience in an international structure and knowledge of the Sage accounting system would be a definite plus.

#### **4 How to apply**

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Applications to the position must be sent to Damaris Baeuchle, Human Resources Manager, at [jobs@uniglobalunion.org](mailto:jobs@uniglobalunion.org) no later than December 5<sup>th</sup>, 2018 and include:

- An application form (available from [www.uniglobalunion.org/about-us/jobs](http://www.uniglobalunion.org/about-us/jobs))
- Relevant work certificates and diplomas

Interviews will take place in Nyon, between the 10<sup>th</sup> and the 21<sup>st</sup> of December 2018.

#### **5 Data management**

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In order for us to comply with new data protection laws, UNI Global Union does not retain unsuccessful candidate applications. If you would like to know about future employment opportunities, please visit our employment website where all our vacancies are posted <http://www.uniglobalunion.org/about-us/jobs>