

VACANCY – 6 months assignment

Junior Accountant 60%

Nyon, Switzerland

Grade A (60%)

UNI Global Union is seeking a Junior Accountant who will support our Finance & Administration department for a period of 6 months. This person will be in charge of accounting entries, verification of the invoices, payment request and the maintenance of electronic and physical filing system.

1 About UNI Global Union

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 60 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

As Junior Accountant, your main tasks will be to:

- Carry out book-keeping tasks for all UNI Global entities, verifies invoices and payment requests, ensures they have been properly authorised, post them into the accounting system, maintains audit trail and filing systems.
- Verify expense claims and credit card statements for travel authorisation and compliance with expense procedure, follows up with colleagues as necessary and records expense claims and credit card statements in the accounting system.
- Prepare and processes national and international payments.
- Prepare monthly bank and current account reconciliations.
- Maintain databases in the financial systems (e.g. suppliers, cost centres, banks, currencies, staff, etc.)
- Provide expenditure and revenues analysis.
- Support the preparation of project financial reports in accordance with donor guidelines.
- Maintain relationships with banks and suppliers.
- Maintain relationships with all internal clients.
- Maintain electronic and physical filing system.
- Perform any other finance and accounting tasks as required.

You will also be required on occasion to contribute to departmental administrative tasks such as mail distribution, day to day correspondence, etc.

3 The Successful Candidate

The successful candidate has:

- At least 3 years of successful professional experience in Switzerland in the field of accounting
- Knowledge of the Swiss system
- Advanced MS Office skills, especially excel
- An excellent command of both French and English

In addition, the successful candidate

- Is service oriented and flexible
- Rigorous and excellent analytical mind
- Determines priorities, 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 operational goals

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

4 How to apply

Applications to the position must be sent to Céline Tremblet, Human Resources Specialist, at jobs@uniglobalunion.org and include:

- An application form (available from www.uniglobalunion.org/about-us/jobs)
- CV, relevant work certificates and diplomas

5 Data management

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>