



Job Description AFC

Title	Admin & Finance Coordinator 80 % - November 1 st , 2023
Purpose:	Support the sustainability of the organization on operational and tactical levels, mostly in finances, IT and administration.

Youth for Understanding (YFU) is a global community of Exchange Organisations which connects cultures. The goal is to offer cross-cultural experiences to young people. YFU Switzerland is an independent organisation active since over 60 years and is working with volunteers all around Switzerland.

YFU is looking for a pro-active, autonomous and reliable team-player, able to lead his/her mission independently and coordinate a number of fields smoothly.

Requirements:

- Good knowledge of Swiss accounting practices
- Strong interest in IT-support
- German & English as working languages, French as an asset
- Communication and negotiation skills

Main responsibilities:

- Budgeting, Pricing, Accounting and Controlling
- IT & Data Management
- Human Resources Administration
- Process Optimization
- Contact Person for Financial & Administrative Questions

Benefits:

- Flexible working time (partly remote)
- Interesting Tasks/Projection where you can take the Lead
- Possibility to be proactive and change things
- Committed Team
- Travel Expenses are covered

Submit your full application in English with CV, motivation letter by August 15th, 2023 to David Gauss: david.gauss@yfu.ch