Swisscontact is the business-oriented independent foundation for international development cooperation. Represented in 36 countries with over 1100 employees, it promotes - since 1959 - economic, social and environmental development.

To complement our finance & technology department, we are looking for the Zurich office for a proactive

**Head Corporate Project Accounting 100%**

**Starting date:** With immediate effect or by arrangement  
**Contract duration:** Unlimited  
**Location:** Zurich

**Tasks**
- Management of the Head Office project accountant team, including personnel responsibility and resource planning (8 employees in various countries)
- Empowerment and training of project accountants at headquarters and in the countries.
- Preparation and modification of project budgets according to customer-specific requirements and contractual agreements.
- Timely preparation of financial statements for donors
- Collaboration in the planning and execution of the audit-related half-year and annual financial statements in accordance with the legal provisions and recommendations for the presentation of accounts Swiss GAAP FER.
- Responsible for the processing of the accounting records kept abroad (customer projects, country and regional offices) and their integration into the financial/operational accounting at headquarters.
- Participation in various internal projects, particularly in the migration of the country accounting system to the new Abacus system landscape.

**Requirements**
- Higher professional education in finance/accounting (professional degree or university)
- At least 5 years of professional experience in an internationally oriented financial and operational accounting
- Experience in managing a team
- Process-oriented thinking with the ability to analyse complex interrelationships and to lead and control the corresponding optimisation measures. Enjoyment of active design possibilities.
- Enjoyment of working in an intercultural environment in developing and emerging countries
- High degree of reliability and responsibility
- Good computer science knowledge, Abacus experience is an advantage
- Very good oral and written knowledge of English and German, French and Spanish would be an advantage
- Valid work permit for Switzerland

A position at Swisscontact is characterized by attractive working conditions such as 5 weeks of vacation and a 40-hour week, as well as an interesting, international working day. You can expect a varied range of tasks with creative freedom in a dynamic team. Are you interested in an exciting job in an international context and would you like to make a contribution to development cooperation at a salary customary in the NGO industry? Then we look forward to receiving your online application with the following documents: letter of motivation, curriculum vitae, diplomas and references. Please apply exclusively via the online application portal.

**We create opportunities**