

ASSOCIATION ROSA-LUXEMBURG

FINANCE MANAGER/ GENEVA, SWITZERLAND

full-time position, application deadline: 13.12.2019

The Association Rosa-Luxemburg is the Swiss affiliate of the Rosa-Luxemburg-Stiftung in Germany, an internationally operating, progressive non-profit institution for civic education funded by the German federal government. Our goal is to work on issues of international trade union politics and social rights together with progressive institutions, universities, unions and social movements.

We will open our Geneva Office in 2020 and we are now hiring for the following position:

Finance Manager, full-time position

Job Description:

- Establish and maintain the accounting system in accordance with a) generally applicable accounting principles and practices, b) the requirements of the Rosa-Luxemburg-Stiftung in Berlin, Germany, c) the requirements of the German Federal Ministry of Development and Cooperation as the foundation's donor, and d) any national requirements
- Financial reporting
- Communicate and cooperate with auditors as well as with the financial department and other colleagues of the Rosa-Luxemburg-Stiftung in Berlin, Germany
- Prepare financial reports required by a) Swiss authorities, b) the German Federal Ministry of Development and Cooperation as the foundation's donor, and c) the Rosa-Luxemburg-Stiftung in Berlin, Germany
- Assist to project partners on all financial matters
- Ensure the compliance with local tax and labour legislations
- Administrate the budget and cooperate closely with the Head of Office
- Travel expense management
- Financial administrative support to the project managers
- Cooperate with the unit International Politics of Rosa-Luxemburg-Stiftung in Berlin, Germany

Qualifications:

- Relevant educational background
- Several years of work experience in finance management
- Excellent computer skills, willingness to work with the accounting software of Rosa-Luxemburg-Stiftung in Berlin, Germany
- Willingness to work with the special budget guidelines provided by the German Federal Ministry of Development and Cooperation
- Language skills: French (native speaker level), English (excellent knowledge), other language skills desirable
- Identification with the goals of the *Association Rosa-Luxemburg*
- Experience in the administration of public money desirable

Please submit your application to Ulrike Eifler (ulrike.eifler@rosalux.org) by **December 13, 2019**.

Only shortlisted candidates will be contacted. Employment is to **start March 1, 2020**.