



# Let us a build for **World Child ren**

## Will you build with us?

The **Pestalozzi Children's Foundation** is a unique Swiss non-profit organisation based in Trogen, Switzerland. We are committed to create access to quality education for all children and young people in Switzerland and worldwide. The implementation of the Convention of the Rights of the Child forms the framework of our projects. The Children's Village is a place of encounter and the heart of our foundation.

Per 01.05.2024 we are looking for a

## Finance and Administration Officer North Macedonia (100%)

### You find

- Financial management, accounting and reporting of the Country Office
- Financial monitoring and controlling of PCF funded projects in the country
- Financial training and support to PCF Operational Partners
- Administrative management of the Country Office

- Advanced university degree in Accounting, Finance, Business Administration, or related fields
- A minimum of five years professional work experience in the INGO / NGO sector is a requirement with proven ability to analyse financial data and prepare financial reports
- Previous experience in financial capacity development and monitoring of external partners
- Strong finance and office administration skills
- Computer literate and good experience in MS-Office package as well as computer-based financial and accounting systems and budgeting
- Sound knowledge of laws and regulations as well as tax and social security system
- Fluency in national language(s) and English (spoken and written)
- Reliable, accurate and systematic working method
- Result-oriented, independent, committed, innovative and motivated personality
- Able and willing to learn
- Excellent social and interpersonal communication skills
- Team spirit

### You bring

**You get** a meaningful and versatile job with a lot of responsibility in an NGO that is active internationally and in Switzerland. A family-like working atmosphere and good working conditions with flexible working models and home office are also part of the package.

**You dare** to take the step send us your application in pdf per e-mail, including a motivation letter in English (max.1 page), a recent CV (max. 3 pages), two recent references, work certificates, copy of diplomas and the salary expectations, no later than **8 April 2024** to the following email: [jobs@pestalozzi.ch](mailto:jobs@pestalozzi.ch). Please state in the subject line "Application for Finance and Administration Officer PCF North Macedonia". For further information or questions, please contact: Ana Chorbeska-Tanevska at [a.chorbeska@pestalozzi.ch](mailto:a.chorbeska@pestalozzi.ch).

You can find more information about the Foundation at [pestalozzi.ch](http://pestalozzi.ch).