



Geneva Agape Foundation, Finance and Administrative Assistant, 70-100% Geneva/Switzerland

Geneva Agape Foundation is a global Foundation, based in Geneva/Switzerland. Its *Vision and Mission* is world where love (agape) transforms lives and society. We focus on values-driven entrepreneurship, innovation in philanthropy and values-driven investments. www.gafoundation.world.

We are looking for a Finance and Administrative Assistant who can take responsibility in the overall administrative and bookkeeping needs of the foundation. The person works closely with the Executive Director and Finance Office in a small dynamic team.

Major Tasks

- Bookkeeping
- Validating invoices and processing payments
- Preparing drafts of financial reports
- HR functions such as preparing payroll, paying social benefits, tax, etc
- Administrative Assistant to the Executive Director
- Organisation of files (physical and electronic)
- Organising meetings and events
- All other administrative tasks

Qualifications and requirements

- Preferably a graduate in accounting
- With a Swiss CFC
- Good working knowledge of the accounting software (Crésus and/or similar software)
- Fluent in English, if possible in French and preferably one other language
- Independent and precise work
- Ability to prioritise, to meet set deadlines.

What we offer

An innovative new foundation with a small team in an international environment. Adequate competences and responsibilities. Good working conditions.

Location: The Head Office is located in Geneva, Switzerland, in the Ecumenical Centre, close to United Nations organisations.

Starting date: 1 March 2021 or as agreed upon.

Interested candidates are invited to **send full applications** with CV and letter of motivation by email **until 15 January 2021** to Prof Dr Christoph Stüeckelberger, Executive Director Geneva Agape Foundation, stueckelberger@gafoundation.world.