

Job Description for Volunteer HR and Finance Administrator

About Action for Development (AfD)

Action for Development is a NGO with offices in Geneva Switzerland and Kabul Afghanistan.

AfD aims to ensure that funding for health and community development programs are spent in ways that maximize its impact, partnering with local organisations at the grass roots level. The main focus areas of our programmes are strategic health facilities management, maternal, neonatal and child health services expansion, family planning, water, sanitation and hygiene, women's empowerment, capacity building and education. In 2014, AfD was granted consultative status with the United Nations Economic and Social Council (ECOSOC).

Responsibilities of the HR and Finance Administrator

The HR & Finance Administrator will be responsible for the recording of all financial information and for the correct allocation of expenses to projects budgets. They will be responsible for keeping all financial records filed correctly. On the HR side, they will assist in posting job opportunities and screening and assisting with interviewing candidates. They will prepare contracts and ensure we are in compliance with all Swiss labor laws. They may be asked, based on their interest, to assist in other projects such as proposal submittal or fundraising.

Specific activities:

- Ensuring all financial information is recorded in a timely and accurate manner, allocated to the correct project expense budget and recorded in such a way as to alleviate problems with closing out the financial year and finalizing the annual audit report.
- Assist in recruitment, keep track of staff (employees, volunteers, Interns) contracts, manage Onboarding and Offboarding Processes.
- Be the main point of contact for all things payroll related e.g. Impôt à la source, ensuring that AfD is at all times compliant with Swiss Labor Law
- Take ownership of the filing system, both paper and virtual, to ensure it is all up to date and intuitive.
- Assist and collaborate with project proposal preparation, by bringing ideas, proof-reading and/or assisting with translation to or from English.

Required Qualifications:

- Graduated degree in Finance, Human Resources or a similar field, with a minimum of 3 years' experience with international organizations, international postings, or managing projects.
- Fluent in English both written and spoken. French would be an asset.
- Detail orientated, good organizational skills and the ability to work in a team environment.

Terms of the Contract:

· **Please note that this is an unpaid part-time volunteer position**

· Time Commitment: 16 hours per week, either working in the office and telecommuting.

· AfD is an Equal Opportunity Employer, all qualified applicants will be considered for this opportunity without regard to age, colour, religion, gender and origin.

Interested candidates are invited to send applications with CV/resume and letter of motivation to:

recruitment@actfordev.org

To learn more about AfD, please visit our website: **www.actfordev.org**