

## Project Data Analyst / Controller (80-100%)

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

To support the finance department at Head Office, operating in an international environment with decentralized structures, we are looking for a:

### Project Data Analyst / Controller (80-100%)

**Start of employment:** Immediately or by agreement

**Type of Contract:** Permanent

**Location:** Zurich

#### Tasks

- Analyse project reporting requirements of our key project donors and consult our project managers and acquisitions / accounting teams on project budgeting standards, budget structuring “good practice” as well as on the effective use of available and to-be-developed internal monitoring tools, templates and processes
- Develop, test and roll out new tools and processes to efficiently administer project budgets in our ERP system (Abacus)
- Create, improve and share various financial reports to support timely, efficient and compliant project accounting in our ERP system (by means of leveraging your understanding of ERP architecture design, data extraction and transformation as well as data modelling techniques)
- Support and co-operate with the controlling and business intelligence department as well as with our external ERP developers to digitize key finance processes and donor reporting in line with the needs of our donors, management and staff
- Support the sustainable development / improvement of our ERP system (Abacus and Abaproject)
- Support in compiling data for the preparation of the annual financial statements.

#### Requirements

- University degree or commercial apprenticeship (KV) with relevant further education and expertise in business informatics, data warehousing/modelling, controlling, finance, accounting or mathematics
- At least 3 years of professional experience in data analysis or controlling
- Strong analytical and conceptual skills and an ability to quickly understand complex business processes as well as focus on details
- A good communicator who is able to interact with different levels of management and staff as well as provide clear, concise and compelling messages both verbally and in writing
- Strong data analysis and reporting skills including sound knowledge of tabular data modelling (with e.g. SQL Server, Power BI, Tableau or equivalent solutions)
- Proactive, independent and solution-oriented approach and ability to work under pressure
- Prior knowledge of ERP-systems (including work on ERP customization), Abacus/Abaproject as an advantage
- Fluent English spoken and written, knowledge of German / French / Spanish as a plus
- Willingness to travel
- For foreign applicants: Permit B oder C in Switzerland is a precondition

A job at Swisscontact is characterised by attractive working conditions such as 5 weeks' holiday and a 40-hour week as well as an interesting, internationally oriented working day. Are you interested in making a contribution to development cooperation at a salary customary in the NGO sector? Then we look forward to receiving your **complete** application to: [www.swisscontact.org/jobs](http://www.swisscontact.org/jobs)