

Head Finance & Services (80%-100%), Member of the Management Team

Skat Consulting Ltd. is an owner-operated, independent, and international consulting firm based in St. Gallen. We are committed to sustainable development and carry out projects and consultancies in international cooperation and humanitarian aid. Since 1978, Skat has an established track record of successful, high-impact projects and partnerships, adding value to companies, organizations, and government agencies at home and abroad. We are well-known as independent resource center and consultancy working in the fields water, energy, building and governance.

We are looking for a dedicated Head of Finance & Services. In this pivotal role, you will be the financial backbone of our operations, driving the development of our internal services and ensuring the compliance of our operations in Switzerland and our project offices abroad. You will lead a small team of 4-5 people and work as part of a 3-member management team reporting to the CEO.

Your tasks:

- Financial planning and budget preparation on input of country and program managers, support program managers.
- Semestrial reporting on budget implementation and analysis of deviations and implementation rates, liquidity planning.
- Carrying out all financial controlling and financial analysis, including the annual audit process and implementing the auditors' recommendations and oversight of the audit processes in the country offices as well as tax issues.
- Ensuring compliance within the company and its project offices abroad.
- Implementing digitalisation projects in the areas of finance and human resources.
- Developing financial instruments and organizational guidelines and building strong systems for the organization.
- Oversee the overall HR functions, developing and implementing HR policy and administration
- Provide financial, HR and administrative support to staff in Switzerland and in the country offices (including field visits).

Your profile

You are a reliable, team and solution-oriented person and have

- Higher education in business administration or commercial education with further training in finance & accounting.
- 10 years of professional experience in a similar role in Switzerland and ideally also abroad with a proven track record in accounting (FER / OR).
- High IT affinity and experienced in IT needs assessment and implementing new systems
- Proficient in German and English (working languages within the team).
- You are a structured and proactive person who thrives in a supportive organisational environment and has the drive and commitment to contribute to the future of SKAT as part of a dedicated, goal-oriented team.

Our offer

We offer a versatile position with the opportunity to shape a purpose-oriented company within an international environment. You can expect attractive and flexible working conditions, the possibility to partly work from home, and an annual working hours model. Additionally, there is the option to become a shareholder in the company.

Contact

Does this opportunity appeal to you? We look forward to receiving your application (cover letter and CV) by **8 September 2024** at the latest.

We have commissioned cinfo, Centre for Information, Counselling and Training for Professions relating to International Cooperation in Biel, to carry out the pre-selection.

The application procedure is conducted electronically via this [Link](#) (“apply” link at the bottom of the job advertisement). You are welcome to contact recruitment@cinfo.ch with any questions.

First round of interviews: 16 + 18 September 2024 in Zurich or St. Gallen

Second round of interviews: 27 September 2024 onsite in St. Gallen

Please note: you may be asked to participate in a 30-minutes pre-screening phone call prior to the first round of interviews (5/6 + 9/10 September).

Candidates preferably have or can easily obtain a work permit for Switzerland (citizens of EU/EFTA member states). If you are in possession of a Swiss work permit, please mention it in your application.