



wfuna

World Federation of United Nations Associations



FINANCE AND OPERATIONS ASSOCIATE POSITION DESCRIPTION

START DATE: AS SOON AS POSSIBLE

CATEGORY: FULL-TIME, PAID STAFF

LOCATION: GENEVA

DURATION: 1 YEAR WITH POSSIBILITY OF EXTENSION

DEADLINE TO APPLY: NOVEMBER 19, 2023

WFUNA

1 United Nations Plaza
Room 0240
New York NY 10017 USA
+1 212 963 5610

FMANU

Palais des Nations
Villa Bocage, VB3
1211 Geneva
Switzerland
+44 22 917 3239

WFUNA

12F, Seoul Global
Center Building
38 Jong-ro
(Seorin-dong)
Jongno-gu
Seoul, Republic of Korea
+82 2 6925 2695

WFUNA

Rue Montoyer 14
Bruxelles—1000
Belgium

info@wfuna.org
WWW.WFUNA.ORG

GENERAL OVERVIEW

The World Federation of United Nations Associations (WFUNA) is a global nonprofit organization working for a stronger and more effective United Nations. Established in 1946, we represent and coordinate a membership of over 100 United Nations Associations and their thousands of members. We work to build a better world by strengthening and improving the United Nations, through the engagement of people who share a global mindset and support international cooperation – global citizens. Our organization has offices at the UN Headquarters in New York and Geneva, as well as in Seoul, Republic of Korea.

POSITION OVERVIEW

- The Finance & Operations Associate will play a key role in WFUNA's Geneva office, managing budget and finance tasks, overseeing vendor and supply operations, providing program support through logistics coordination, and contributing to overall office efficiency and administrative tasks.
- The position is based in WFUNA's Geneva office.
- This is a full-time, paid position.
- The contract duration is one year, with the possibility of extension.

RESPONSIBILITIES

Budget and Finance

- Maintain accurate and up-to-date financial records for all WFUNA Training Programs held in Geneva.
- Write and contribute to the preparation of WFUNA's financial reports and auditing.
- Ensure compliance with financial policies and regulations, including the Office cantonal des assurances sociales (OCAS), tax obligations, and the caisse de pension (LPP).
- Stay informed about changes in financial regulations and ensure the Organization's compliance.

Vendor and Supply Management

- Maintain inventory and order office and program supplies as needed.
- Streamline procurement processes to optimize efficiency and cost-effectiveness.
- Negotiate contracts and agreements with vendors.
- Maintain relationships with key suppliers and explore cost-saving opportunities.

Program Support

- Coordinate logistics for group visits, including communication with relevant staff.
- Manage the logistics for WFUNA's Training Programs.
- Facilitate restaurant reservations for Training Programs and other events and manage communication with selected restaurants.

Other

- Provide general office support and assist with other administrative tasks, as required.
- General staff duties related to WFUNA’s work and other duties as assigned by the supervisor.

SKILLS AND QUALIFICATIONS

- 1-2 years of documented relevant work experience.
- Bachelor’s Degree or higher, preferably in Business Administration or Finance.
- Familiarity with financial obligations and regulations for NGOs in Switzerland, and the Canton of Geneva specifically.
- Experience with budgeting and accounting, specifically creating and updating budgets, and cataloguing expense reports.
- Experience in inventory management, procurement processes, and vendor management.
- Excellent proficiency in Microsoft Office Suite.
- Involvement in non-profit organizations and/or student affairs is a plus.
- Familiarity with the UN system is a plus.
- Excellent written and oral communication skills in English and French (any additional language is a plus).

PERSONAL CHARACTERISTICS

- High energy, results-oriented self-starter who can involve and motivate key stakeholders, staff, and interns.
- Thrives in a multi-faceted, fast-paced, and challenging environment.
- Well-organized with a high-level of attention to detail.
- Proactive attitude and willingness to take on new challenges.
- Strategic, progressive, and creative thinker.
- Ability to travel internationally occasionally.

Candidates must possess a valid visa to work in Switzerland OR must hold citizenship of an EU member state, Switzerland, or any other country within EFTA.

To apply, please send a resume and cover letter to recruitment.gva@wfuna.org. Applications will be reviewed on a rolling basis. Interviews will take place on a rolling basis and WFUNA reserves the right to close applications once a suitable candidate is found. Your application materials should be submitted in English. Please indicate “Finance & Operations Associate” in the subject line of your email and consolidate your resume and cover letter into one document. Due to the volume of applications received, please note that only candidates who are selected for an interview will be contacted. No phone calls, please.