# YOUTH FOR UNDERSTANDING

# Job Description AFC

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| **Title** | **Admin & Finance Coordinator**<br>50-70 % as of August 1st, 2024, or upon agreement |
| **Purpose:** | **Support the sustainability of the organization on operational and tactical levels, mostly in finances, IT and administration.** |

**Are you interested in a job in an educational field which makes a real difference in the life of people? Are you dreaming to be a key player in a small organization? Whether you are just starting or seeking a different opportunity: this may be for you!**

Youth for Understanding (YFU) offers young people aged 15 to 19 the opportunity to discover another culture by living abroad in a host family and attending school for a semester or a year. Founded in 1962, YFU Switzerland is the only youth exchange organization certified by both Intermundo for program quality, and Zewo for financial standards. It is non-profit and supported by the Swiss government.

**YFU is looking for a pro-active, autonomous and reliable team-player, able to lead their mission independently and smoothly coordinate a number of fields.**

**What you bring to the table:**

- Good knowledge of Swiss accounting practices
- Strong interest in IT-support
- Demonstrated communication and negotiation skills
- German and/or French with English as the working language

**Your fields of interest:**

- Budgeting, Pricing, Accounting and Controlling
- IT & Data Management
- Human Resources Administration
- Process Optimization
- Contact Person for Financial & Administrative Questions

**Your benefits:**

- Flexible working time (partly remote)
- Interesting Tasks/Projection where you can take the lead
- Possibility to be proactive and bring about change
- Work within a dynamic, committed and fun team
- Travel Expenses are covered within Switzerland

**Please submit you application in English with motivation letter and CV by June 15th, 2024**
to John B Borruat, National Director, john.borruat@yfu.ch