



Wikimedia CH is a not-for-profit association, serving as the Swiss chapter of the global Wikimedia Movement. Our mission is to unite individuals in the pursuit of disseminating free knowledge to foster an informed and inclusive society, with a particular focus on advancing the Wikipedia encyclopaedia and affiliated projects. We operate in a collaborative and transparent manner, defending the interests of our diverse multilingual communities across Switzerland.

Are you passionate about wearing multiple hats while making a difference? Due to illness, we are looking for an experienced and dynamic individual, who thrives on variety, to join our team with immediate effect as:

Finance and procurement manager (60-80%) – fixed-term

Your responsibilities

Financial Management

- Manage overall financial systems
- Lead annual budgeting and forecasting procedures
- Manage a small team of finance professionals
- Support digital transformation of finance processes

Procurement

- Develop sustainable and ethical procurement policies and procedures
- Oversee vendor selection and contract management
- Optimise purchasing processes for resource efficiency
- Maintain supplier relationships

Compliance & Reporting

- Oversee preparation of financial statements
- Coordinate external audits
- Prepare management and board reports, including analytical reports
- Maintain and improve internal control systems and procedure documentation

Requirements

- Native speaker in French, (Swiss) German level B2 or vice versa and English level C1;
- Ability to work from home and travel regularly within Switzerland;
- Location: anywhere in Switzerland, preferably west of Berne.

Experience

- 5 years' experience in finance and procurement management, ideally with an NGO;
- Knowledge of Swiss accounting standards, ideally GAAP FER 21;
- Understanding of sustainable/ethical procurement;
- Experience in digital transformation of financial processes is a plus;
- Experience in HR management is also a plus.

Skills

- Proactive, results-oriented and with excellent organisational skills;

- Strong online collaboration skills and good command of related tools;
- Advanced accounting and procurement software skills (Winbiz, Excel);
- Contract negotiation skills.

Contract details

This fixed-term position offers a flexible working environment in a modern not-for-profit setting and comes with a competitive remuneration and benefits package. Starting salary, 13 months, from CHF 90'000 for a full-time position.

As we are a virtual organisation with no physical office you will be based at home and travel regularly within Switzerland.

Application

If you share our vision of an informed and open society through the dissemination of free knowledge and meet the above criteria, we would be delighted to hear from you. Applications should be addressed electronically to andrea.scheller@wikimedia.ch including your CV and a cover letter. Applications will be reviewed and processed upon receipt.

Please apply only if you have the required language skills!

Start date: As soon as possible