Open Position
Manager, Finance and Operations (60-100%)

CEP is an international nonprofit nonpartisan economic policy think tank for sustainability with a focus on fiscal, monetary and trade policy. We formulate and promote economic policy solutions that strengthen individual opportunity, social cohesion and environmental stability.

Our work is driven by the conviction that changes to economic policies are vital for sustainability. Whether governments align fiscal policy with a sustainability agenda, whether central banks integrate social and environmental considerations into their decisions and whether trade agreements account for their effects on climate change, employment and public services has significant ramifications for people and the planet. We engage on these issues through a portfolio of activities in close collaboration with partners, including international organizations and other think tanks, around the world.

To support CEP’s expansion, we are seeking a new colleague to join us in our office in Zurich, Switzerland, as Manager, Finance and Operations. We are a growing international team with a deep passion for the goals we pursue and a strong focus on impact. Transparency, diversity, agility, independence and integrity are at the core of what we do. Self-starting in a flexible environment that supports everybody in learning and developing is critical for our engagements.

Responsibilities

- Managing financials, including budgeting, accounting, reporting, auditing, and payments
- Supporting fundraising and donor relations, including writing of grant proposals and reports
- Taking charge of knowledge management, including our internal database and documents library, as well as monitoring, evaluation and learning processes
- Organizing in-person and virtual events
- Running human resources activities including interviewing potential candidates, finalizing contracts, and onboarding of employees

Profile

- Sharing the objectives CEP strives for
- Minimum of 3 years’ professional experience in a similar role in an international environment
- University degree in business, finance, or a related field
- Strong organization and project management skills, and excellent attention to detail
- Fluent in English (written and spoken). German is a plus
- Experience in managing financials. Experience in fundraising, knowledge and human resource management, as well as monitoring, evaluation and learning is a plus
- Swiss citizen, EU/EFTA-national or holder of a Swiss work permit

To apply, please send us a motivation letter and CV to getinvolved@cepweb.org.

We look forward to hearing from you.