

## Job Posting: HR & Finance Manager (Phase 1)

**Location:** Lausanne, Switzerland

**Reports to:** Secretary General (Phase 1 & 2); COO/CFO (Phase 3)

**Direct Reports:** None initially (may expand with specialists on TVA)

**Contract:** Full-time

### About the Role

We are seeking an experienced **HR & Finance Manager** to build and lead our people and finance operations during a key period of organisational development. This hybrid role combines strategic HR leadership with hands-on financial management. You will help us attract, engage, and retain top talent while ensuring compliance, operational excellence, and financial transparency.

You will play a central role in shaping our culture, processes, and financial discipline as our organisation evolves through its next phases of growth.

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### Key Responsibilities

#### Human Resources

- Lead end-to-end **recruitment**, onboarding/offboarding, and workforce planning.
- Maintain and update **job descriptions**, employment contracts, and performance frameworks.
- Support annual **performance review cycles** in partnership with leadership.
- Manage **Compensation & Benefits**, including payroll oversight and leave administration.
- Ensure organisational **compliance with Swiss labour law** and HR best practices.
- Oversee HR **policies**, including travel, expenses, wellbeing, and working conditions.
- Coordinate **Learning & Development** initiatives and employee engagement surveys.

#### Finance

- Deliver **monthly management accounts**, cash-flow forecasts, AP/AR, and payroll coordination in liaison with external accounting company.
- Support **audit preparation** and ensure accurate financial reporting.
- Maintain **budget controls** and oversee purchasing and vendor management.
- Manage **treasury**, VAT, exchange rates, and financial reconciliations.
- Implement and maintain **financial policies** (procurement, travel), internal controls, and risk management processes.

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### Profile & Qualifications

- Proven experience in **HR operations** and **financial management**, within a Swiss organisation.
- Strong knowledge of **Swiss labour law**, payroll practices, and HR compliance.
- Solid experience with **bookkeeping**, management accounting, and financial processes.
- Ability to work independently, manage multiple priorities, and adapt to evolving organisational needs.
- Strong interpersonal skills with a commitment to fostering a healthy, inclusive, and productive working environment.
- Able to work well in Excel, Office tools. Experience with Cressus, Quickbooks a plus
- Fluency in English and French required; Other languages a plus.
- Location: Lausanne with very occasional travel.
- Swiss national or C permit preferred
- Can start as soon as possible

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### What We Offer

- A meaningful role driving organisational impact.
- Opportunity to shape HR and financial frameworks from the ground up.
- A collaborative international environment.
- Competitive compensation aligned with Swiss market standards.

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### Applications

By e-mail only to [tdielen@worldboxing.org](mailto:tdielen@worldboxing.org)

Expected: Motivational letter in French or English and CV including any specific HR or accounting certificates

Deadline 12 March