



Administration Support

Job Title: Administration Support

Reports to: Senior Finance Officer

Contract: 2-3 days a week during October, November & December 2026

Location: Geneva preferred, with remote option also possible

Starting date: As soon as possible

Purpose of the Role

This role offers hands-on administrative support across the CHS Alliance Secretariat, contributing to the smooth day-to-day running of a small NGO based in Geneva. It is well suited to a candidate seeking practical experience of working in a lean secretariat in the non-profit sector, across general finance, procurement and administration processes.

Main Responsibilities

Support the Senior Finance Officer with Finance, Procurement and Administrative tasks including:

Development of and sign off for Purchase Approval Forms

- Preparing Purchase Approval Forms and getting them signed

Invoicing

- Handling invoice approvals in Adobe and setting reminders for timely payments
- Checking and processing staff expense claims
- Checking how much cash we need before each payment batch
- Checking that invoices match the purchase order
- Keeping supplier bank details up to date
- Answering supplier questions about payments

Basic accountancy support

- Entering bank transactions in the accounting system
- Doing bank reconciliations
- Helping with month-end and year-end closing
- Preparing simple reports and Excel files
- Preparing documents for audits

Administrative tasks as identified by the Line Manager including but not limited to

- Keeping finance and contracting paperwork files organised and up to date

Key Contacts

Internal: Senior Finance Officer, Head of Operations, Senior Management Team, Board Chair, Board and Committee members, Secretariat staff

External: CHS Alliance members, service providers, meeting platforms, external stakeholders as relevant

Qualifications, Experience and Knowledge

Essential	Desirable
University degree (Bachelor's or equivalent) in business administration, management, international relations, political science, law, or a related field	Previous work experience or internships with a non-profit organisation
Demonstrated Accounting/Bookkeeping experience	Knowledge of internationally accepted accounting principles
Strong organisational, numerical and administrative skills	Knowledge of financial reporting and budget monitoring
Comfortable with Microsoft 365 and strong excel and database skills	Knowledge of the Swiss association or non-profit environment
Excellent written and verbal communication skills in English	French language skills (written and spoken)
Proactive, self-organised, and able to work independently with limited supervision	

Core Competencies

- Accountability and reliability in delivering assigned tasks
- Collaborative working and effective communication with colleagues and stakeholders
- Integrity, discretion, and professionalism in all interactions
- Strong attention to detail and commitment to accuracy
- Flexibility and adaptability to changing organisational needs and priorities

Behaviours

- Uphold the highest standards of ethical and professional conduct
- Respect confidentiality and handle sensitive information appropriately
- Commit to the values, mission, and principles of CHS Alliance



Important Notice

The CHS Alliance has a zero-tolerance approach to all forms of violence, discrimination, harm, abuse, exploitation — including sexual exploitation, abuse and harassment — as well as fraud and corruption, towards any individual.

As representatives of the CHS Alliance, interns must be seen to be of the highest standard and in keeping with the CHS Alliance vision, mission and aims.

Therefore, any internship offer is subject to satisfactory references and appropriate screening checks. As part of these checks, the CHS Alliance is participating in the Misconduct Disclosure Scheme (MDS). The participation in the MDS requires the CHS Alliance to seek information about candidate's misconduct (including sexual exploitation, abuse and harassment) with any previous employers.

Application Instructions

Interested candidates should submit their applications to: recruitment@chsalliance.org. Applications must include a CV and a motivation letter (max 2 pages each).

Please include "Administration Support" in the subject line.

Deadline for applications: Applications will be reviewed on a rolling basis. Deadline of 30 October