



SEET

Support Education
Empower Together

Finance & Accounting Manager (Volunteer)

We are seeking a dedicated and motivated individual to join our SEET team in the Finance & Accounting team. In this role, you will play a key part in supporting our financial processes and ensuring precise management of financial requests for our mentoring programme.

About SEET

SEET - "Support Education, Empower Together" - is a non-profit association that supports refugees who have had to interrupt their education due to their displacement. Our study support programme provides personal mentoring, situational financial support, and workshop & network building to help participants access Swiss higher education.

We are committed to making a sustainable impact by empowering refugees to achieve self-determination in Switzerland. Recognising the complex challenges faced especially by women, who are often inter-sectionally disadvantaged as women, migrants, and refugees, we place a strong focus on their specific needs while supporting refugees of all genders.

Key Responsibilities

- **Financial Management**
 - Process and manage financial requests with precision
 - Prepare comprehensive accounting documentation
 - Support accurate annual reporting
- **Communication & Support**
 - Maintain responsive feedback mechanisms with programme participants
 - Collaborate with team members to ensure financial transparency
 - Assist in tracking and managing financial support for participants

What We Offer

- An opportunity to develop skills in non-profit financial management while directly contributing to educational equity
- Experience working in a dynamic, intercultural, and motivated team of professionals from various disciplines.
- A chance to foster meaningful connections and support refugees in achieving their educational goals.
- The opportunity to work very independently and flexibly, and attend professional training and coaching.

Requirements

- Good proficiency in German and English (minimum B2 level)
- Strong analytical and organisational skills
- Attention to detail and accuracy in financial documentation
- Basic understanding of accounting principles or motivation to learn
- Empathy and understanding of the unique challenges faced by refugees
- Availability of 2-3 hours per week
- Commitment to biweekly team meetings
- Enthusiasm for supporting educational opportunities for refugees

Interested?

If you are passionate about event management and supporting refugees' access to education, we would love to hear from you! Please send your CV and a short cover letter outlining your motivation to seet@seet.ch.

We look forward to welcoming you to our team!

Your SEET Team

www.seet.ch

Please note this is an unpaid position - our organisation is made up of motivated volunteers.