

FINANCE AND EXECUTIVE ADMINISTRATOR

ABOUT CISV

CISV International is a global organisation dedicated to educating and inspiring action for peace through building intercultural friendships, cooperation, and understanding. Founded in 1950, today we are a federation of nearly 70 National Associations with over 200 Chapters or local groups worldwide.

Through our innovative, fun, non-formal 'learning by doing' programmes, we help our young participants develop to their full potential as future leaders and active citizens, to make a difference in their communities and the world. We also give them the opportunity to build global friendships and networks that will last them a lifetime.

KEY RESPONSIBILITIES

The Finance & Executive Administrator reports to the Finance & Administration Lead to support both the financial and administrative operations of CISV International. This role provides effective support to the management, finance, and operations teams, ensuring smooth day-to-day operations. The post-holder will assist with bookkeeping, processing invoices and payments, year-end audits and maintaining accurate financial records.

The role also provides executive support to the Senior Management Team, including coordinating meetings, preparing documentation and reports, supporting governance processes, and ensuring timely follow-up on strategic actions and board-related matters.

The Finance & Executive Administrator is a key member of the Team who assists each other as needed and is jointly responsible and accountable for supporting the general operations of CISV International. The team covers areas including programmes, administration, risk management, safeguarding, education and training for CISV.

The post will be subject to background and reference checks.

Finance Administration

- Maintain accurate and up-to-date financial records and documentation
- Assist with bookkeeping, including reconciling accounts and tracking transactions
- Support the preparation of monthly, quarterly, and annual financial reports
- Liaise with suppliers, partners, and internal teams regarding financial queries
- Ensure compliance with CISV International's financial policies and procedures
- Assist with preparing quarterly financial statements to National Association
- Provide support during internal and external audits, including preparing documentation and responding to queries
- Familiarity with Xero bookkeeping would be an advantage, but is not essential.

Executive Administrative Support

- Maintain effective administrative systems and provide day-to-day support to staff and volunteers, including programme, finance and procurement coordination.



- Provide executive support to the CEO and Senior Management Team, including meeting coordination, documentation preparation, governance support, and follow-up on key actions.
- Ensure smooth operations by providing flexible cover and cross-team administrative support as required.
- Support HR processes, such as onboarding, maintaining staff records, and other remote administrative tasks
- Support programme and project teams with administrative tasks, ensuring smooth virtual operations

KEY WORKING RELATIONSHIPS

- Finance and Administration Lead
- International Communications Lead
- Secretary General
- Senior Management Team
- Finance Committee
- Fundraising Strategic Project Team
- Communications & Project Team
- Operations Team
- Administration Team

Qualifications and Competencies

Attitudes

- Ability to work unsupervised and take initiative (E)
- Ability to work with a team and independently (E)
- Ability to work in a multi-cultural and multinational context, including the possibility of some travel
- Honesty and trustworthiness (E)
- Share the values of the organisation: friendship, inclusiveness, enthusiasm, engagement and cooperation (E)
- Commitment to continuous improvement (D)
- Attention to detail (E)
- Willingness to work flexibly (E)
- Service orientation/stakeholder focus (E)
- Enthusiastic, confident, can-do approach (D)
- Appreciation of volunteer needs (D)

Skills

- Excellent administration and coordination (E)
- Excellent English verbal and written communication skills and ability to communicate effectively with non-native English speakers (E)
- Advanced IT skills or willingness to develop them, including Excel and use of video conferencing software (D)
- Good people skills (D)
- Ability to work effectively in a remote environment (E)
- Ability to work as part of multi-disciplinary and international teams and establish good working relationships (E)
- Ability to supervise and motivate a small team (E)



- Good time management and ability to work under tight deadlines and under pressure (E)

Knowledge

- Develop and maintain a high level of organisational knowledge and overview (D)

SALARY, HOURS AND LOCATION

This is a full-time role (1.0 FTE). Salary will be aligned with experience, skills, and location. This position is offered as a one-year contract. As CISV is an international, volunteer-based organisation, some work may need to be carried out in the evenings, on weekends, and on holidays.

