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If you are a committed and creative professional who is passionate about making a lasting impact at Crossroads Church, we would love to hear from you!

Crossroads Church is an interdenominational, multicultural evangelical church with members from various nationalities. Located in the beautiful city of Ferney-Voltaire, France—just across the border from Switzerland—our church is dedicated to proclaiming the finished work of Christ, touching Geneva, and reaching the world.

## **Finance & Administrative Support Officer**

**JOB LOCATION :** Crossroads Church Office

**COUNTRY :** France (Across the Border of Switzerland)

**CONTRACT TYPE :** CDI under French Law (contrat à durée indéterminée)

**START DATE :** 01st July, 2025

**APPLICATION CLOSE DATE :** 15th May 2025

## **Purpose of the Position**

This role involves overseeing the day-to-day financial administration of the church's three associations i.e. French (1905 and 1901) and Swiss Association. We are looking for a proactive and detail-oriented individual who can effectively manage financial operations while also supporting the church's administrative functions.

## **Key Expected Results**

### **Weekly Responsibilities:**

1. Process, review, and approve supplier invoices for payment.
2. Reconcile weekly bank statements (CHF, USD, and EUR)

### **Monthly Responsibilities:**

3. Perform final reconciliation and timely submission of accounts for Swiss and French associations to the external accounting firm (peak workload in the first week of the month). Ensure all necessary documentation is in place.
4. Prepare payroll instructions.
5. Process and verify employee expense claims.
6. Maintain accurate filing of financial documents related to monthly accounts.
7. Coordinate with the external accounting firm to complete social charges, pension contributions, and tax return filings and payments.
8. Provide financial reports and insights to budget holders.
9. Collaborate with the Fundraising team to analyze financial results and generate reports.

### **Annual Responsibilities:**

10. Assist in preparing the annual budget for three associations.
11. Support the year-end financial closing process (peak workload from January to April).
12. Assist in preparing the financial presentation for the Annual General Meeting (AGM) (peak workload in April).

13. Archive and organize financial records from previous years.
14. Ensure timely payment of local taxes (e.g., waste collection fees, property taxes).

#### **On-Demand Responsibilities:**

15. Process payments for travel, online orders, visas and bookings for church events such as youth trips.
16. Ensure compliance with financial management procedures for church events, including registration fees.
17. Liaise with the external accounting firm for guidance on compliance with 1905 and 1901 associations accounting standards.

#### **Ad Hoc & Church Administration Responsibilities:**

18. Coordinate and maintain office supplies, church internet services and technology
19. Manage supplies for refreshments, and cleaning materials.
20. Provide receptionist support when needed.
21. Assist with office-related matters relating to the New Building.
22. Work with bank advisors to update banking information, signatories, permissions, and e-banking access.
23. Coordinate with external accountants and tax authorities to maintain updated tax-deduction status.
24. Manage donor relations, including issuing tax deduction certificates and providing information on giving options.

#### **Qualifications**

##### **Education & Experience:**

Business Administration, Project Management or a related field.  
Basic Accounting and administration experience or a similar role.

##### **Competencies**

Highly organized with excellent attention to detail.  
Strong problem-solving and analytical skills.  
Ability to handle confidential financial information with integrity and discretion.  
Excellent communication and interpersonal skills to liaise with Staff, Church Members and External Partners.  
Ability to work independently while collaborating with different people.

##### **Skills:**

Proficiency Microsoft Office Suite (especially Excel and word); Drive, Dropbox, Power BI

##### **Requirements**

Fluency in English and French (written and spoken) is required.  
This will be a **part-time position**, requiring work **two days per week or 14 Hours a week**.  
Experience working with nonprofit organizations, churches, or associations is a plus.  
Familiarity with Swiss and French accounting standards is an advantage.

*Only shortlisted candidates will be contacted and advance to the next stage of the selection process.  
Handover sessions and training will be provided to the selected candidate before the start date, depending on their availability.*

*All applications should be sent via email to [crossroadstreasures@gmail.com](mailto:crossroadstreasures@gmail.com), with a copy (CC) to [crossroadsteamfinance@gmail.com](mailto:crossroadsteamfinance@gmail.com). Please indicate "Application for Finance & Administrative Support Officer" in the email subject line.*