

**Norlha** is an international NGO supporting remote communities in the Himalayas in sustainable development. It develops integrated projects in **food security, income generation and environment protection**, which have a **strong focus on supporting women**. Norlha is a non-profit, non-political, non-religious association based in Lausanne, Switzerland. In order to support the Partnership team, Norlha is looking for a:

## Partnership Finance Officer

Part-time Volunteer Work



### Join Norlha to:

- Take responsibility for maintaining and further developing partnerships financial record keeping;
- Be responsible for expanding reporting systems;
- Shoulder responsibility for all financial aspects of proposals and partnership reports;
- Work collaboratively with operations and finance department;
- Establish new reporting procedures within the department and the organisation as a whole;

### Do you have...?

- I hold a genuine interest in the Himalayan people and Norlha's values;
- I have experience or a qualification in accounting or finance.
- I have excellent working knowledge of spreadsheets and Excel in particular;
- I possess good speaking and writing skills in English and also in French;
- I am highly committed, independent and dependable with good interpersonal skills;

### Norlha offers you:

- We can strength your financial skills;
- We are a vibrant network of enthusiastic and motivated team members;
- We offer free training in several professional and general work disciplines;
- We believe in you, your initiative and your passion.

**Duration:** 6 months at least, but we would love to work with you longer.

**Location:** You can work from home and at least once a week in our Lausanne office.

**Start date:** We need you now if possible.

**This position is not paid. You must have the right to volunteer in Switzerland.**

If you have a passion for volunteer work, then please send your application to:

[JoinUs@Norlha.org](mailto:JoinUs@Norlha.org)

Thank you for your application!

*We thank all those who apply and we would love to reply to everybody; unfortunately due to limited resources, we can only contact short listed candidates. Thank you for your understanding.*