

On behalf of one of our clients, a discreet single-family office, we are currently looking to recruit an:

Accountant – 80%

Responsibilities

- Bookkeeping and monthly closing of a dedicated book of companies
- Preparation of monthly reports
- Preparation of detailed analysis of investments (Excel)
- Reconciliations of bank accounts
- Follow-up of intercompany balances
- follow up and report discrepancies
- Various data analysis and reports
- Various administrative tasks

Profile

- 5 to 8 years of accounting experience in an accounting firm or a family office in Switzerland
- University degree in accounting/finance or professional Accounting diploma or equivalent
- Fluent in French and English
- Good command of accounting software and MS Office Excel
- Problem solving oriented
- Organizational skills
- Open-mindedness, team working ability and flexibility
- Very sensitive to a confidential environment
