

## **Accountant Asset Management**

### **Our client:**

An important Asset Manager in Geneva

### **Role & Responsibilities:**

- Assist the accounting of the Group companies, maintaining the books and record in accordance with the applicable standards for each country and in accordance with the Group standards
- Assist with the statutory accounts for the annual audit
- Perform reconciliations and investigate variances for expense and revenues related balance sheet accounts
- Support the invoicing of the Swiss companies, monitor intercompany fee invoices
- Prepare the periodic VAT, withholding tax and stamp duty declarations for the Swiss companies
- Contribute to the development, implementation as well as ongoing maintenance of systems, procedures and policies
- Organise and execute supplier invoice payments, travel expenses management and petty cash in a methodical and systematic fashion
- Assist with finance projects such as system changes and ad hoc analysis

### **Profile:**

- A recognised accounting designation or degree, Swiss Certified Specialist for Finance and Accounting a plus
- Minimum 5 years of experience in the financial services industry, alternative asset management experience
- Swiss GAAP knowledge, IFRS knowledge a plus
- Knowledgeable of and experienced in the financial services industry, alternative asset management experience a plus
- Experience in performing Swiss regulatory reporting, preparation of direct taxation and indirect taxation declarations
- Experience in IT systems improvements gained from previous finance system implementation or development, moderate Excel skills
- Excellent command of French and English languages, written and spoken

### **Required skills:**

- Your colleagues describe you as someone able to work in a team and independently
- You have a track record of meeting deadlines as a result of your strong organisational skills
- Highly motivated and enjoy challenges
- Excellent interpersonal and communication skills, ability to express financial information to non-financial people
- Strong sense of values and ethics

**Contract type: Permanent**

**Rate of activity: 100%**

**Starting date: ASAP**

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : Mouhssine Moudrik  
Ref : MJ1421904350