



Accountant

Contract type: Unlimited
Activity rate: 100% (42 hrs/week)
Location: Clarens (VD), Switzerland
Languages: English & French
Start date: January 1st, 2019
Reports to: Financial Controller

Our team of 3 is looking for a dynamic, motivated and ambitious new member to join us full time. This is a fantastic opportunity for someone with 0-3 years accounting experience, a hands on role in a dynamic, international environment.

You will be involved in the whole accounting cycle, including year-end close and external audit. You will work closely with the Financial Controller on reconciliations, analysis and deliverables for budgeting & controlling, and be involved in communications across the organisation.

Main responsibilities include:

- *Accounting cycle*: Accounts Receivables (billing, contact with clients, bad debt process), Accounts Payables (contact with suppliers and insurance companies), General Ledger entries (prepayments, accruals), Bank & cash reconciliations, Expense reports
- *Purchasing process*: follow-up of all purchasing requests
- *Closing processes*: Accounts reconciliations, Account Analysis
- *External audit*: collaboration to preparation of external audit (by Big4 firm), preparation of Audit specs, answer to sampling requests, ad hoc analysis
- *Budgeting process*: collaboration to budget preparation & follow-up on budget
- This includes communications with all departments: Marketing, Sales, Admin, Support functions and Teaching staff



Who you are:

- Graduate in a related field (Management, Finance, Accounting, Economics)
- Already has a professional experience such as an internship or a first accounting position
- An energetic personality with a positive attitude
- Comfortable in a fast-paced, dynamic environment
- Solution oriented, open-minded and driven
- Displays accountability and commitment to team goals
- Flexible and able to multitask
- Strong communication and social skills
- Able to work in English (written & verbal) and with all levels of management. French is a strong plus.
- Attention to detail
- Knowledge of Excel and basic Excel functions
- Enjoys collaborating and being on a team
- To be considered for this role, applicants must either be Swiss citizens, EU-nationals or have the legal right to live and work in Switzerland.

Who we are

St George's International School is a Day & Boarding private School, located in a beautiful environment on the shores of Lake Geneva in Montreux.

It counts 450 students and offers a wide array of educational options, from Early Learning School to International Baccalaureate. It is part of Inspired Group.

Inspired is a premium schools group that owns 43 schools on 4 continents, Europe, Africa, Australia and Latin America and educates over 31,000 students.

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 1 to 18.

Do you want to join us? We're looking forward to hearing from you!
Please apply to recruitment@stgeorges.ch with CV and cover letter.