



HR COORDINATOR & ACCOUNTANT

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

Our team of 3 people is looking for a new dynamic, motivated and ambitious member for a replacement.

We are looking for a person with 3 years minimum experience in HR and accounting to have an active role in a dynamic and international environment.

You will first move on to a position of HR / Accounting Assistant and then lead to an accounting position only. So, you will participate in the entire accounting cycle, including the annual closing of the financial year and the external audit. You will work closely with the Financial Controller.

Main responsibilities include:

- Human Resources Management
 - Management of Employee files, both physical and electronic
 - Management of staff entries and exits
 - Prepare the pay variables
 - Accounting social charges, pension fund, taxes
 - File for residency and teaching permits
 - Communications with institutions and social security
 - Drafting employment contracts and letters to employees, work certificates, statements, etc.
 - Follow-up on necessary documents
 - Assisting with recruitment, coordination with external partners (chômage/recruiters/agencies)
 - Communications to employees for human resources relevant topics
- Accounting
 - Fixed asset register
 - 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 & Analysis
 - *External audit*: collaboration to preparation of external audit (by Big4 firm), preparation of Audit specs, answer to sampling requests, ad hoc analysis
 - This includes communications with all departments: Marketing, Sales, Admin, Support functions and Teaching staff



Who you are:

- Graduate in a related field (RH, Finance, Accounting)
- Already has a professional experience (minimum 3 years in HR & 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.

You will manage 2 companies (2 separate schools) with a total of about 200 employees.

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.