



Finance & Controlling Intern

Contract type: Internship
Activity rate: 100% (42 hrs/week)
Location: Clarens, VD Switzerland
Languages: English & French
Duration: 6 to 8 months
Start date: May 1st, 2018
Package: 2000 CHF/month gross, lunches provided, 12.5 vacation days
Reports to: Finance Director

Our team of 3 is looking for a dynamic, motivated and ambitious new member for a 6 to 8 months internship.

This is a fantastic opportunity for someone who wants to learn about corporate finance and gain real hands-on experience in an international environment.

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

Main responsibilities include:

- *Accounting cycle*: General Ledger entries (prepayments, accruals), Accounts Receivables (billing, contact with clients, bad debt process), Accounts Payables (contact with suppliers and insurance companies), Bank & cash reconciliations, Expense reports
- *Purchasing process*: follow-up of all purchasing requests
- *Closing processes*: Accounts reconciliations, Account Analysis
- *Controlling tasks*: Reporting to Group (Swiss GAAP & IFRS norms), ad hoc 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:

- Student or graduate in a related field (Management, Finance, Accounting, Economics)
- Already has a professional experience such as an internship
- 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 30 schools on 4 continents, Europe, Africa, Australia and Latin America and educates over 25,000 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.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Inspired was founded by Nadim M Nsouli (www.inspirededu.co.uk) and has grown by acquisitions and greenfield development of new schools. Inspired has offices in London, Johannesburg, Sydney and Bogota.

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.