

Junior Accountant

Job Description

Position

Job Title	Accountant
Department	Finance
Location	Nyon, Switzerland
Availability	Temporary from 1 st November 2015 until 30 April 2016 with possibility to renew

General Description

The individual will assist/contribute to the Finance Department.

Key Duties & Responsibilities

- Codification and posting invoices in General Ledger with cost center allocation
- Ensuring that the invoice or relevant expense has been properly authorized
- Inputting invoice payment instructions
- Responsible of the accounts payable and employee reimbursement
- Responsible for Travel Expenses check, reimbursement and of the monthly analysis of the travel expenses over entity group (Pivot table for management accounts)
- Maintenance of the Fixed Assets register, follow up on intranet website and Navision, Monthly reconciliations
- Responsible for the inter company reconciliations
- Do bank reconciliations (all currencies)
- Involved in the Month-end preparation : Accruals, prepaid expenses, cash flow summary
- Preparation VAT (Swiss entities)
- Preparation holding statement and calculation rebate.

Skills and Competencies Required

- Good interpersonal and communication skills and the ability to operate effectively in a small dynamic work environment.
- Strong self-motivation
- Very good attention to detail and accuracy
- Good Microsoft Office skill set (e.g. Excel, Word)
- Good Knowledge of Navision
- Fluent in French & English

Education and Experience Required

- Finance/Accounting degree, apprenticeship (CFC) level or equivalent
- Minimum 2 years in a similar position and environment

Required Profile

Swiss | C, B, G permit holder | EU nationals

Availability

As soon as it is possible

About Gottex Fund Management Sàrl

Gottex Fund Management Sàrl is member of the Gottex Group, a leading provider of innovative multi-asset and multi-manager alternative investment solutions for sophisticated institutional and private investors. The Gottex Group is recognized for its global platform, rigorous research and due-diligence methods, proven investment expertise and advanced risk infrastructure.

Contact

Please send your resume and cover letter to Delphine Peyer c/o Gottex Fund Management S.à.r.l, Chemin de Chantavril 1, 1260 Nyon delphine.peyer@gottex.com.

Nyon, 15th September 2015