

## **“(JUNIOR) ACCOUNTANT / FINANCE PROFESSIONAL” – International / Pharmaceutical Industry**

We are looking for a motivated (junior) Accountant / Finance Professional for our client, a small Holding Company based in Baar (ZG) within a multinational Group in the pharmaceutical industry. This Group operates mainly in the Latin American markets. For this position in a small team in the Holding Company, the employee in question will work directly for our client.

### **Responsibility:**

- Support Lead Corporate Accountant in the accounting tasks and others special requests
- Accounts payable administration and execution of specific (international) payments
- Bank entries, bank reconciliations and booking of marketable securities transactions in SAP
- Prepare & process journal entries and account reconciliations to ensure financial results are accurate
- Effectively monitor and participate in monthly close process and support budget and forecast activities
- Supporting with the monthly management reporting
- Supporting the year-end reporting, including intercompany reconciliation for group reporting purposes and executing relevant steps for the group reporting
- Year-end tasks and statutory audit, including: (assist in) the preparation of the statutory financial statements under Swiss GAAP, elaborating and reviewing of notes to the financial statements and supporting queries from the external auditors
- Provide support to Team in developing periodic reports for Management
- Support with tax reporting and tax considerations of our Swiss and international setup
- Periodical declaration of VAT, calculation of tax provision and support to the preparation of tax return
- Support Group CFO and International Finance Director in projects and daily business tasks including ad hoc topics

### **Qualification and Skill:**

- A Bachelor's degree in Accounting or a related field or other professional education in the field of financial accounting and/or administration
- A minimum of 1 to 3 years' experience in financial administration and accountancy in an international environment
- Good accounting knowledge is required, prior knowledge of Swiss statutory reporting requirements would be advantageous (knowledge of IFRS helpful)
- Ideally experience and education on tax related matters (direct taxes and VAT)
- Very good communication skills in German and English, both verbal and written, knowledge of Spanish is a strong “asset”
- Good Excel-skills and ideally SAP FI experience
- Ability to work both independently and in a team environment
- Excellent analytical and interpersonal skills

**Our client is offering:**

- A permanent employment contract
- An international, dynamic and innovative environment
- Highly qualified colleagues who are willing to share their knowledge and experience
- Ability to take responsibilities in a small and highly motivated team
- Collaboration with several different Group Companies and functions
- Competence development through challenges
- Learning & career development opportunities

If you are interested in a multicultural, challenging and innovative working environment and your profile matches our requirements, we are looking forward to receiving your application by E-Mail preferably in English or German (cover letter, CV).

Zita Schlumpf, G & S Personalberatung AG, Sonnenweg 6, 6340 Baar / Switzerland

[zita.schlumpf@gs-personal.ch](mailto:zita.schlumpf@gs-personal.ch)

Mobile: 079 668 9680