

Accountant & HR Officer (100%)

Position	Accountant & HR Officer
Contract	Permanent contract 100%, starting: as soon as possible
Location	Caux (above Montreux) or Geneva
Reporting line	HR, Finance and Premises Director

Purpose of the post

Administrative position covering accounting and Payroll administration of the Foundation Caux-Initiatives of change.

The accountant is responsible for the entire accounting process
Report to the Finance, HR and Premises Director proactively
He/she provides financial support to the Head of Departments

Main responsibilities

- to manage ledger entries on SAGE, receivables, payables, expenses claims, etc.
- to handle the accounting closing: prepare management and statutory reports
- to participate in the budget and cash flow process
- to support Fundraising and grant allocation
- to manage the billing process
- to organize payments
- to prepare the quarterly and yearly VAT declaration
- to maintain filing in line with Swiss law and auditing requirements
- to assist with the preparations of the annual external audit
- to oversee the Payroll and HR administration such as AVS, LAA, Tax at Source, etc.
- to maintain Social insurances declaration and reconciliation
- Other tasks assigned by the Director of Finance & HR

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Job Specifications

- Several years of professional accounting experience, ability to work in autonomy
- Good organizational skills, reliable and accurate delivery accounting and HR administration tasks
- Very good French and English knowledge; basic German knowledge
- Good communication and relationship skills
- Good knowledge of Swiss accounting law
- Good knowledge of MS-Office, SAGE

To apply

Please send your motivation letter, CV and certificates to hr@caux.ch.