

Accountant & HR Administration Officer (100%)

POSITION	Accountant & HR Officer
CONTRACT	Permanent contract 100%, starting: 01.09.2022
LOCATION	Caux
REPORTING LINE	HR, Finance and Premises Director

PURPOSE:

This role is an administrative position covering accounting and payroll administration of the CAUX-Initiatives of Change Foundation. The accountant is responsible for the entire accounting process and reports to the Finance, HR and Premises Director proactively. He/She provides financial support to the Head of Departments.

MAIN RESPONSIBILITIES

Accounting:

- to manage ledger entries on SAGE, receivables, payables, expenses claims, etc.
- to handle the accounting closing: prepare management and statutory reports
- to assist 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 prepare the yearly tax declarations
- to maintain filing in line with Swiss law and auditing requirements
- to assist with the preparations of the annual external audit

Human Resources

- to oversee the Payroll and HR administration such as AVS, LAA, Tax at Source, etc.
- to maintain social insurances declaration and reconciliation
- to assist with recruitment and departures
- to maintain proper organization of RH files

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General Tasks

- Other tasks assigned by the Director of Finance & HR

JOB SPECIFICATIONS

- Several years of professional accounting experience, ability to work in autonomy
- Excellent organizational skills, reliable and accurate delivery of 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

APPLICATION

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