

Financial Accountant

Department	Finance
Location	Geneva
Activity Rate	100%

Mission

Perform various accounting and financial control tasks.

Responsibilities:

- **Accounting**
 - Monthly establishment of income accounts for the bank, its headquarters, and its subsidiaries, including entries and closings, estimates of accruals, and provisions.
 - Monthly establishment of accounts for other entities in Switzerland.
 - Related accounting documentation.
 - Monthly reconciliation of the related account balance sheets.
 - Various daily reconciliations and communication with other departments.
 - Establishment of regulatory reporting.
 - Supply internal control tools.
- **Controlling**
 - Comparative review of income statements and explanatory comments on variations, especially regarding forex, interest margin, client fees, brokerage, and custody fees.
 - Control of revenues received on investment funds and certificates.
- **Other**
 - Support to the head of accounting.
 - Contact with auditors.
 - Internal communication related to the function.
 - Change management within the function.
 - Ensure the implementation of effective tools.

Profile

- About 5 to 10 years of experience as a financial accountant.
- Very strong knowledge of accounting; Federal diploma in accounting acquired or in progress.
- Very good knowledge of private banking activities and the products/services related to this industry.
- Very good office skills (Excel, Word) and knowledge of banking accounting software.
- Languages: French – English, spoken and written.
- Ability to manage stakeholders' expectations, as well as to develop structured and convincing arguments.
- Team spirit and good priority management.
- Precision, good organization, reliability, respect for deadlines, and flexibility
- Good stress resistance.
- Good presentation.
- Residence in Switzerland required.

To apply please send your CV and Cover Letter to: hr@flowbank.com