

## Senior Accountant

Reports to: EASL Finances Manager

Location: EASL Office in Geneva

Start date: As soon as possible

Occupation: 100%

### EUROPEAN ASSOCIATION FOR THE STUDY OF THE LIVER

The European Association for the Study of the Liver (EASL) has a new opening for a Senior Accountant. EASL is a non-profit organization (NPO) with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution.

#### *About EASL:*

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 10,000 participants. EASL's core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools and related educational meetings. More recently, EASL has established a broad collection of online education and digital tools.

EASL acts as an advisor to European and national health authorities. All EASL activities and projects are coordinated and executed by the EASL office in Geneva, which currently hosts more than 30 employees across several departments. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

#### **The position:**

The Senior Accountant will ensure the integrity of accounting information by recording, verifying, consolidating, and entering transactions.

#### Main responsibilities:

- Manage the accounting from A to Z
- Reconciliation of bank accounts, supplier and client accounts
- Trial balance management
- Quarterly and yearly closing (in support of the Finance Manager)
- Review of entries and payment processing
- Assistance in the preparation of Financial Statements
- Preparation of documentation for the yearly audit
- VAT declarations, both Swiss as international
- Ad-hoc analysis and financial control

**Skills :**

- Minimum Bachelor's degree in Finance / Accounting
- Proven knowledge of Swiss accounting rules (Swiss CO and or Swiss GAAP)
- Systems: ERP (WinEur preferred) and advanced Excel skills
- Experience and/or knowledge in multicurrency management
- Payroll coordination experience would be an asset
- English (fluent) and French
- High level of accuracy and attention to detail
- Strong skills in organizing one's work with minimum supervision; Independent
- Positive attitude, even when working under pressure
- Analytical, hands on and innovative

**Other:**

- Swiss citizenship or valid Swiss working permit essential
- Immediate availability preferred

**Contact details:**

- Only complete application (CV, motivation letter and Certificate and Diplomas) will be considered.  
Please send them to [recruitments@easloffice.eu](mailto:recruitments@easloffice.eu)

NB. Due to time constraints, we will only answer to the applicants that are selected for a first round of interview. Thank you for your understanding.