

JUNIOR ACCOUNTANT

The European Association for the Study of the Liver (EASL) is looking for a temporary position, full time, as a Junior Accountant. EASL is a non-profit organisation (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. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

The position:

Provide direct support to the Finance Accounting during a maternity leave in activities related to accounts receivable and accounts payable and the preparation of audit 2022.

Position from at least, 1st August 2022 to 1st March 2023.

Responsibilities:

- Reconciliation of bank accounts, suppliers 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

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
- French and English (fluent)
- 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

Other:

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

Contact details:

Please send complete application (CV, motivation letter and Certificate and Diplomas) to recruitments@easloffice.eu

Only complete application will be considered.

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.