

Our Client is a well-respected Family Office in the French-speaking part of Switzerland and we are looking for a highly committed, hard-working, loyal and hands-on professional filling in as

## COO / CFO

### Role/objectives:

- **Finance** – Ensure state of the art financial management, including accounting, controlling, reporting, budgeting, liquidity management, tax and bank relations
- **Risk Management (financial and operational risks)** – Ensure adequate risk management systems and procedures for all relevant risk categories
- **Operations/Administration** – Ensure operational excellence and high-quality service levels based on true service excellence culture. Lead a team of 8-10 administrative staff
- **Real Estate Portfolio Administration** – Ensure optimal administrative and financial management of the real estate portfolio
- **Management Information** – Define and monitor relevant indicators and thus enable adequate and timely reporting
- **IT Infrastructure/IT Solutions** – Ensure state of the art IT infrastructure and solutions as well as adequate technology usage
- **External Partners/Providers** – Efficiently and effectively manage external providers such as banks, legal and tax advisors and audit firms

### Your Profile:

- University degree in business administration/finance or comparable background, combined with adequate further education
- Fluent in French and English with a good level of German (listening comprehension and ability to read business documents as a minimum)
- Solid and demonstrable CFO/COO or similar experience
- Strong project management, finance and operational/administrative skills
- Strong ability to constantly optimise processes and ensure the most efficient and effective use of technology
- Service and operational excellence mindset with high-quality standards
- Strong analytical and conceptual mind, with pragmatic decisiveness
- Experienced in small organisations where a hands-on leadership style is required
- High intellectual as well as hands-on ability with a high level of attention to quality and detail
- Loyalty, integrity and reliability

Interested candidates should please send their application to Michael Schmidlin, Senior Research Associate, [michael.schmidlin@amrop.ch](mailto:michael.schmidlin@amrop.ch)



**Amrop**