

We are looking  
for perfect hosts.



Uniworld owns and operates a fleet of thirteen intimate, boutique river cruise ships on the European waterways which cater exclusively to English-speaking clients. To support our Controlling Team in the Rheinfelden operations office, Switzerland, we are looking for an experienced and dedicated professional in the role of:

### Program Services Accounting Specialist (100%)

The Controlling Department is primarily focused on the control, approval, allocation and reporting of Program Services invoices. The main function of this position is to ensure the accurate verification and recording of incoming invoices for all company owned and chartered ships. The coordination of a frictionless process between the vendors, the ship and the office counts among the competences as well as the assessment of the controlled data in a small team.

#### Your responsibilities include

- Verification and recording for Program Services invoices
- Performance of month-end closings and tour cost control analysis
- Produce and implement new controlling templates and documents for administrative enhancement
- Reconciliation of financial and controlling data
- Point of contact for vendor inquiries

#### You

- Are experienced in Tour Cost Accounting and/or gained equivalent expertise in the river cruising industry
- Have a flair for numbers and strong analytical thinking in a complex environment
- Are an organised and proactive team player that works autonomously
- Have excellent organizational & IT (MS Office, Excel, MXP) skills
- Are able to communicate and conduct business in English and German

#### We

- Are a company with strong values. We are committed to our responsibilities
- Take your career seriously and provide on-going opportunities
- Are looking for **You!**

Has this position sparked your interest? Do you enjoy working in an environment where passion and enthusiasm is highly valued? If so, please apply online on our [website!](#)