



NTT DATA - part of Nippon Telegraph and Telephone - is a leading global IT and services powerhouse employing more than 80'000 specialists in 42 countries. NTT DATA serves organizations, financial institutions as well as public sector bodies, including over 80% of the Fortune 100 corporations.

NTT DATA Switzerland serves many well-known national and multinational companies and offers a wide range of services around digitalization - from specialist consulting to fully-fledged digital transformation programs. Beyond having a solid presence in the local market, we can leverage the knowhow and resource pool of the entire global organization where needed for the benefit of our clients.

To strengthen our team at our HQ Bern, we are searching for a :-

## Financial Accountant

<b>Qualification and Experience</b>	<ul style="list-style-type: none"> <li>■ Certification in Accountancy or equivalent</li> <li>■ Minimum +5 years experience in Accounting and Finance, preference with International exposure</li> <li>■ Solid knowledge in Swiss GAAP, OR , IFRS</li> <li>■ Extensive experience in Accounts Payable/Accounts Receivable, Payroll, VAT, Tax Regulations, Reporting, Monthly closing</li> <li>■ Experience in Audit &amp; external Revision preparation</li> <li>■ Strong skills in Excel, knowledge SAGE preferable (Payroll)</li> <li>■ Well organized, Precision in working, strong communication skills, proactive</li> </ul>
<b>Responsibilities and Tasks</b>	<ul style="list-style-type: none"> <li>■ Maintenance of Swiss General Ledger &amp; processing of daily bookkeeping and monthly closing entries</li> <li>■ Process &amp; control of monthly payroll and social charges, according to deadlines</li> <li>■ Closing and reporting financial statements in Swiss GAAP &amp; IFRS</li> <li>■ Provide in a timely manner EMEA Management reporting (P&amp;L, cash flows, productivity, Inter-company)</li> <li>■ Compliance with Swiss tax requirements such as VAT return, Corporation Tax &amp; Social Charges</li> <li>■ Support and organization of internal and external audits (Legal, Sox)</li> <li>■ Budget &amp; Forecast preparation &amp; execution</li> <li>■ Preparation and maintenance of monthly Business Reviews</li> <li>■ Ensure group internal control processes are in place in Switzerland</li> <li>■ Inter-company invoicing including statements</li> <li>■ Reconciliation of Balance Sheet Accounts</li> <li>■ Ad hoc reporting requests from NTT Group</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>■ German (native language or fluent)</li> <li>■ English fluent</li> </ul>
<b>Work place</b>	<ul style="list-style-type: none"> <li>■ Bern</li> </ul>
<b>Work capacity</b>	100%

Any interest??

We look forward to receive your full application (CV and Motivation letter) by email to:-

[Pamela.Shee@nttdata.com](mailto:Pamela.Shee@nttdata.com)