

Schroders with headquarters in London, employs over 3600 talented people worldwide, operating from 37 offices in 27 different countries across Europe, the Americas, Asia and the Middle East, close to the markets in which we invest and close to our clients. Schroders has developed under stable ownership for over 200 years and long-term thinking governs our approach to investing, building client relationships and growing our business.

Schroders in Switzerland is a renowned Financial Institution with 280 employees located in Zurich and Geneva. For our private clients we provide tailor made investment solutions and complementary financial services. On behalf of institutional and retail investors, financial institutions and high net worth clients from around the world, we invest in a broad range of asset classes across equities, fixed income, multiasset and alternatives.

For our international Investment Management Team in Zurich, we are looking for a

Fund Accountant

Property & Mutual Funds

Job specification

- Responsible for the production and analysis of key accounting data of property funds
- Monthly closing process of the accounting property funds
- Coordinate and oversee tax review, produce semi-annual consolidated financial statements and prepare key data and divers reporting
- Preparing and monitoring of budget, cash flow planning and payment services for the fund
- Coordinate, administrate and monitor the financing and refinancing of the funds with mortgage loans
- Calculate the gross asset value, prepare accruals, administer the billing of management and custody fees
- Responsible for controlling/monitoring of the accounting and administration of mutual funds based in Switzerland, like calculations, accruals and reclaimable withholding tax
- Initiate payment orders, review accounting, regulatory and tax changes and assess implications for the funds
- Review and prepare mutual fund reporting
- Liaise activities with fund manager / asset manager / controller

Required profile

- At least 4 year experience as Fund Accountant in the investment management or property field
- Fluency in German and English is a must
- Education in finance and/or economics
- Acknowledge of SAGE would be a plus
- Proficiency in MS Office especially Excel
- Accurate, professional and reliable working style
- Ability to set priorities and show good judgment
- Dynamic, pro-active, integer, self-motivated and structured personality
- Outstanding ability to cope with pressure and a great level of flexibility

We offer a challenging, diverse and supportive working environment as well as modern employment conditions in an international, dynamic and entrepreneurial environment. The office is located only 5 minutes from Zurich main station.

Please [Apply Online](#)

Only direct applications will be considered.

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