

Schroders with headquarters in London employs over 3800 talented people worldwide, operating from 38 offices in 28 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 around 300 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, multi-asset and alternatives.

For our Finance Team within Schroder Investment Management (Switzerland) AG in Zurich we are looking for a

Financial Accountant 100%

Job specification

- Support the Head of Accounting and Tax in the production and analysis of key accounting data across Finance function and for financial accounting
- Run accounting processes to generate journal entries from source system data (sub-ledger systems)
- Process general ledger journal entries (Oracle)
- Produce reports analysing financial data within core finance systems (HFM)
- Produce detailed analysis of trends within financial data and perform reconciliations of balance sheet accounts
- Undertake submission of monthly financial data from the general ledgers (Group accounting standards IFRS)
- Prepare regulatory returns and annual financial statements (Swiss accounting standards FER, Swiss Code of Obligation and CISA)
- Act as initial point of contact for accounting queries from the business and external auditors
- Process of Accounts Payable and Accounts Receivable (incl. billing and intercompany transfer pricing)
- Prepare tax returns and VAT returns, incl. reconciliation of assessments and payment of invoices
- Identify, document and operate appropriate and effective financial controls
- Identify and resolve accounting issues

Required profile

- At least 4 year experience as Accountant in the investment management field
- Education in finance and/or economics
- Fluency in German and English
- Good knowledge of local GAP
- 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.

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