

Financial Accountant (fixed-term contract until December 2022)

Whole School
Job Description

Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

General Description

The Financial Accountant serves as a member of the Finance Team. The position requires the candidate to independently manage and ensure accounts payable, expense reports, credit cards, purchase orders and administration of expenses. Results should be achieved through efficient business processes (existing processes and implementation of new processes aligned with business objectives, as well as with ISZL's strategy) and collaboration with all relevant stakeholders. The Financial Accountant reports to the Head of Finance.

This is a fixed-term employment (until December 2022) with possibilities of extension.

The Financial Accountant is expected to:

Main Responsibilities

- Verify invoices, assign accounts and make bookings
- Prepare payment runs via Abacus and various softwares and booking of daily bank transactions
- Reconcile credit cards and bookings, POC for credit card issues
- Manage and book petty cash (4 locations)
- Reconcile sub-ledger and general ledger accounts
- Post general ledger documents and accrual items as part of monthly and annual financial statements (social security, fundraising, Food & Beverages)
- Review travel expense reports and ensure administration of new tool for expenses
- Fixed assets accounting
- Administration of document management and archiving
- Vendor master data administration
- Coordinate procurement and purchase orders
- Collaborate with auditors in terms of task area
- Process descriptions in relation to task area ICS
- Ensure cover for the Credit Manager, when required

Other Responsibilities

- Participate in the continuous development of skills, tools and processes
- Work on specific or cross-functional projects, when required
- Report violations of compliance requirements to the line manager
- Coordinate with other departments to increase efficiency and effectiveness, best practice sharing

Required and Preferred Qualifications

- Commercial degree (profiles E, M) and degree as accounting specialist (i.e. Sachbearbeiter im Finanz-und Rechnungswesen or in the course of being completed) is seen as an advantage
 - Solid professional background in business and/or finance and accounting, as well as 3-5 years of experience in Accounts Payable Management; experience in procurement is an advantage
 - Good VAT knowledge; knowledge of Swiss GAAP Fer is an advantage
 - Very good user skills in MS Office, especially Excel, as well as good ERP skills (Abacus is a plus)
 - High level of commitment, flexibility and quick perception
 - Independent, pragmatic and structured way of thinking and working
 - Strong team player, service minded with a can do mentality
 - Very good knowledge of German and English, both written and spoken
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Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

Application Process

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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Key ISZL Reference Documents

- [Guiding Statements](#)
 - [Learning Principles](#)
 - [Inclusion Policy](#)
 - Visit the Employment section of ISZL's [website](#) for more information
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Child Protection

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes.