

## Senior Accountant/Financial Controller

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 Senior Accountant/Financial Controller serves as a member of the Finance Team. The position requires the candidate to ensure proper preparation of financial statements including reporting to different stakeholders. 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 Senior Accountant/Financial Controller reports to the Head of Finance.

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The Senior Accountant/Financial Controller is expected to:

### Main Responsibilities

- Prepare monthly and annual financial statements
- Prepare balance sheets and income statements incl. reconciliation of accounts
- Handle the fixed assets accounting
- Supervise the AP, T&E, AR and rebates processes incl. bookings
- Supervise weekly payments
- Handle tax compliance and compilation such as VAT, withholding Tax, etc.
- Maintain and review the ICS
- Contribute to year end audits and be the contact point for auditors
- Support budgeting, forecasting and ad hoc analyses
- Contribute to the preparation of statutory financial statements
- Support the organization in all matters related to controlling and finances
- Assist the Head of Finance on a wide range of matters (e.g. FX hedging, investment cases, etc\_), 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

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### Required and Preferred Qualifications

- Commercial and accounting education (Sachbearbeiter or Fachfrau/Fachmann im Finanz-& Rechnungsw.)
- Solid experience (3-6 years) in finance and accounting in a similar position, preferably in a dynamic SME
- Knowledge in accounting according to OR (Swiss GAAP FER)
- 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 (service minded with a "can do" mentality)
  - Active thinking and an independent, pragmatic and structured way of working
  - Empathic and communicative personality
  - 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.

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**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.