

Career Opportunity

Centralis Group is a market leading outsourced corporate services provider. Founded in 2006, Centralis is headquartered in Luxembourg with offices in France, Ireland, Hungary, Romania, Switzerland, The Netherlands, the UK, the USA, Barbados and Cayman Islands. The group also has a Canadian desk.

Today, Centralis employs over 140 highly experienced, multilingual professionals across all our jurisdictions. Our team has been selected from a diverse background, focusing on financial, investment and legal professionals with an exemplary client services track record. With such a wealth of international experience, we are able to deliver a bespoke suite of corporate, treasury and administrative services to our clients.

Client Services Accountant (m/f) (Zurich)

We are currently recruiting a **Client Services Accountant** on a full-time basis for our office in **Zurich**. Working within the client services function in a young, international environment you will have the following responsibilities:

- General bookkeeping and GL/accounting entries
- Preparation of Swiss financial statements (Swiss GAAP) and interim management reporting (various GAAPs)
- Responsibility for day-to-day operations of a small portfolio of companies (domiciliation services)
- Liaising with clients, auditors, banks, legal & tax advisors
- Reconciliation of bank accounts, intra-group & third party transactions
- Administration of client files
- Preparation of Swiss VAT returns and review of local corporate tax returns
- Presentations at client board meetings
- You will report to a senior accountant within a team environment and be assigned as key contact for a small number of clients

Your attributes and skills:

- Eidgenössischen Fachausweis im Finanz- und Rechnungswesen or similar
- Ability to demonstrate a strong background/understanding in Swiss accounting is a key requirement
- At least two years' work experience in a related field
- Excellent oral and written communication skills in English. German language skills is a bonus but not necessary
- Experience with accounting systems
- Strong organisational skills and a proven ability to quickly pick up new concepts
- Flexible, proactive, presentable with a "can do" attitude
- Strong motivation to work in a fast growing, dynamic and challenging environment
- A relevant work permit for Switzerland

Please send your application letter, together with your curriculum vitae, in English, by email to jobs@centralis.lu

For further information about Centralis, visit us at www.centralisgroup.com