

07/2021

IRU is the global industry association for road transport, driving the sustainable mobility of people and goods across the planet.

Our dynamic organisation in Geneva is looking for a

ACCOUNTING MANAGER

JOB SUMMARY

Reporting to the Finance manager, the incumbent is responsible for the whole accounting process of IRU, including monthly reporting and quarterly and yearly closings, tax matters and cash management for IRU and Delegations (regional offices in Brussels, Moscow, Istanbul, Washington and Beijing).

The incumbent should ensure compliance with corporate guidelines and internal control system procedures.

RESPONSIBILITIES

Team management:

- Manage and lead team member(s) including training and development;
- Substitute direct reports when necessary;
- Perform other tasks assigned by management;
- Actively participate in IRU's Finance leadership team;

Accounting:

- Responsible for all closings according to agreed deadlines communicated by the Finance Manager;
- Responsible for all accounts reconciliations, analysis and review of journal entries;
- Prepare closing binders and various analyses and reconciliations to support monthly/quarterly review and annual audit procedures by auditors;
- Work with the Controlling team to analyse results of IRU;
- Prepare financial statements, statutory reporting and presentations;
- Primary contact for internal and external auditors;
- Ownership of GL structure, accounting soft and backups as GIT administrator;
- Responsible for the implementation of an accounting module for dematerialising payments approvals and suppliers invoices booking;
- Active assistance in the implementation of a reporting soft for automating TIR activities bookings.

Tax Compliance:

- Ensure tax compliance including VAT, Corporate income tax and withholding tax, no matter the country.

Cash management:

- Including bank relationships, optimisation of thresholds, control of payments;
- Cash reporting.

Internal Control:

- Work with the – Finance manager and the Director of Internal Audit to develop and document accounting policies and procedures and related internal controls;
- Maintain and update internal control documentation and support internal control testing throughout the year.

QUALIFICATIONS

- Master's degree in Accounting, Finance, Controlling or similar
- 5-10 years of accounting practices and reporting skills in other countries
- Excellent understanding of the Swiss GAAP, and Swiss and international tax matters (including VAT, withholding tax, corporate income tax)
- Excellent Excel, PowerPoint are assumed
- Fluent in English and French
- Swiss Citizenship, Swiss valid permit or EU Citizenship

COMPETENCIES, SKILLS & BEHAVIOURS

- Drive for results
- Influence & inspire internal & external stakeholders
- Mobilise & successfully lead and develop a team
- Emotional intelligence: self-awareness, empathy, managing self and other emotions
- Leading by example: be a trusted leader by showing accountability & empowering others
- Understand the sense of urgency & drive change
- Commitment to IRU
- Proactively driving IRU agenda both dealing with day to day operations and shaping long term strategic objectives
- Cross-functional collaboration to be successful in a matrix organisation.