



Job Opportunities

Helping the world get where it needs to be.

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

Our rapidly evolving and dynamic organisation in Geneva is looking for a

Senior Accountant

JOB SUMMARY: The incumbent is responsible for supporting the Accounting Manager in handling the whole accounting process of the organisation, including monthly and yearly closings, tax matters and cash management for IRU and Delegations (regional offices in Brussels, Moscow, Istanbul, New York and Beijing). The incumbent should ensure compliance with corporate guidelines and internal control system procedures.

RESPONSIBILITIES:

- Manage the monthly closing;
- Prepare monthly closing binders and various analyses;
- Responsible for reconciliations to support the monthly review and annual audit procedures by auditors;
- Prepare monthly reporting and presentations;
- Prepare financial statements, statutory reporting and presentations;
- Work with the Accounting Manager and the Internal Audit & Control department 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;
- Support internal and external audits;
- Ensure compliance with all statutory tax and tax reporting, no matter the country;
- Cash management (including bank relationships, optimisation of thresholds, control of payments) and cash reporting;
- Budget (including preparation of budget for the department, support to understand budget vs actuals numbers for the organisation);
- Propose improvements and highlight risks and errors;

QUALIFICATIONS:

- Master's degree in Accounting, Finance, Controlling or similar;
- 7-10 years of accounting for an international company; experience in Fiduciary (Big 4), a plus;
- Excellent understanding of the Swiss GAAP, and Swiss and international tax matters (including VAT, withholding tax, corporate income tax);
- Knowledge of accounting practices and reporting skills in other countries;
- Experience in coordination and management, a plus;
- Excellent Excel, PowerPoint are assumed;
- Strong communication and relationship building skills at senior levels with the ability to interpret and summarise data to support management decision;
- Strong analytical and project management skills;
- Fluent in English and French.
- Team oriented, ability to work under pressure and meet deadlines.
- Swiss Citizenship, Swiss valid permit or EU Citizenship.