

Established in 1963 as a Swiss bank, BCP segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. BCP enjoys a solid reputation as a high-quality service provider in all of its banking fields. Founded under Swiss Banking Law and Regulations, BCP is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, BCP also operates a branch in Luxembourg and a representative office in Dubai. More information can be found at www.bcp.bank.

To strengthen our **Financial Control** division, we are currently looking for a motivated

ACCOUNTING ASSISTANT

Part-time (50%-60%)

PURPOSE OF THE ROLE

As an Accounting Assistant, you will be responsible for performing cash reconciliations, general and administrative accounting work in conformity with the statutory provisions, regulatory directives and the Bank's procedures and requirements. The tasks and duties of the position may be shared in alternance with other members of the Financial Control team.

MAIN DUTIES

- Perform the daily reconciliation of the Banks' nostro accounts (cash) and interbranch reconciliation and ensure follow-up of unreconciled transactions
- Prepare the invoices related to the Bank's expenditures, process payments, scan and import documents in the accounting system
- Prepare and book general accounting entries under the appropriate systems
- Assist accountant in calculation and booking of provisions
- Perform any other general accounting and administrative tasks when required (i.e. expense reports, accounts payable, prepayments, suspense accounts reconciliation, filing, daily forex income...)
- Prepare audit confirmations requested by customers and banks' auditors

REQUIREMENTS

- Commercial Diploma, CFC or equivalent
- At least 2 years of proven experience in a similar position in a Bank in Switzerland
- Good knowledge of accounting, familiar with figures
- Accurate, reliable, strong attention to detail
- Well organized
- At ease with IT tools, excellent command of MS Office (Excel, Word), Apsys and GT Match knowledge a plus
- Good knowledge of English, both written and spoken
- Swiss national or valid swiss working permit

OTHER

- Location: Geneva
- Starting date: Immediate
- Activity rate: 50 – 60%

Please send your complete application file (**cover letter, CV, work certificates and diplomas**).

Please kindly note that with no answer from us within 3 weeks, you can consider that your candidacy was not selected for this position.

Thank you for your understanding.