



BANQUE DE COMMERCE ET DE PLACEMENTS

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.com.

For our **Financial Control division**, we are currently looking for a

HEAD OF FINANCIAL CONTROL

PURPOSE OF THE ROLE

- Manage and lead the Financial Control division ensuring that it maintains and develops appropriate statutory and management accounting, reporting and budgeting systems and procedures in order to meet statutory, regulatory, tax and Bank internal requirements
- Supervise the overall Accounting activities, including invoices process, month-end, quarterly and year-end processes, reporting and consolidation, VAT, and ensure that all accounting bookings are documented and made appropriately
- Supervise the Management Information System (MIS) of the Bank which includes customer, departmental and product profitability, statistics on volumes and other relevant analytical financial information
- Supervise the daily reconciliation of Bank nostro accounts (cash) and the audit confirmations requested by our customers and bank's auditors (Nostro/Vostro)
- Ensure the production of consolidated financial statements including comments on the Bank's consolidated results
- Ensure that the Bank's regulatory and legal financial reporting to the Swiss banking authorities is in conformity with requirements
- Oversee the consolidated budget and forecast exercise
- Prepare the Report of the statutory auditors on the financial statements and supervise the preparation of other financial analysis/statements/reporting whenever required
- Organize and coordinate the Bank's annual intermediary and year-end closing external audits
- Manage the Bank's Swiss tax planning issues with the assistance of the Bank's tax consultants ensuring conformity and correctness of tax returns
- Analyze the accounting, reporting and fiscal implications linked to implementation of new products or new systems and ensure changes are applied
- Maximize the division's efficiencies
- Maintain the division's policies and procedures up to date
- Actively participate in systems improvements efforts and multiple projects

REQUIREMENTS

- Degree in Finance & Accounting
- At least 5 years of relevant experience in financial accounting in a bank in Switzerland or in financial audit of banks in Switzerland
- Strong knowledge of bank-related accounting and legal reporting
- Experience in financial analysis and/or controlling
- Proven managerial and organization/planning skills
- Strong analytical and problem-solving mind, attention to details
- Accurate, reliable, meticulous
- Good leadership and excellent communication
- Flexible and able to adapt to new situations
- Particularly at ease with IT tools, strong command of MS Office (Excel, Word), Apsys knowledge a plus
- Good knowledge of English, both written and spoken

OTHER

- Location: Geneva
- Starting date: As soon as possible
- Activity rate: 100%

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.