

## Management Information Systems (MIS) Officer

📍 Location: Geneva | Start date: Immediate | Activity rate: 100%

### About BCP

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 DIFC. More information can be found at <https://www.bcp.bank/en>

### About the role

As part of the Finance & Accounting team, you will contribute to the effective monitoring and reporting of the Bank's financial performance. Your primary mission will be to maintain and enhance the Bank's Management Information Systems (MIS), ensuring the delivery of accurate and timely financial information to support decision-making at all levels of the organization. You will also be involved in forecast and budgeting processes, regulatory reporting, and financial analysis. This role offers a comprehensive view of the Bank's financial operations and requires a strong ability to work with figures and systems.

### Key responsibilities

- ▶ Maintain, update and develop the Management Information System of the Bank (Product & Customer Profitability / Profit & Cost Center Accounting).
- ▶ Prepare in-depth financial analyses to enhance financial monitoring and the monthly closing processes.
- ▶ Coordinate and establish the Bank's forecast and annual budget.
- ▶ Produce specific financial reports and statistical data as requested.
- ▶ Support general and administrative accounting processes.

### Your profile

- ▶ Accounting or Finance degree. A Commercial diploma (CFC) or equivalent qualification in finance/accounting will also be considered.
- ▶ At least 2-3 years of relevant experience in a similar role within a Bank in Switzerland.
- ▶ Strong knowledge of accounting principles and financial reporting.
- ▶ At ease with IT tools and excellent command of MS Office, especially Excel and Word.
- ▶ Precise, meticulous, and reliable with a strong attention to detail.
- ▶ Strong analytical mindset and affinity for working with numbers.
- ▶ Organized, proactive, and capable of managing multiple priorities effectively.
- ▶ Good command of English, both written and spoken.

### What we offer

- ✳️ A dynamic and multicultural work environment.
- ✳️ An inclusive culture where empowerment and creativity are encouraged.
- ✳️ A competitive compensation package.
- ✳️ Work from home (one day per week).



#### **Application process**

Please submit your complete application file, including your **cover letter, CV, work certificates, and diplomas**.

#### **Response timeframe**

If you do not receive a response from us within **three weeks**, please consider that your application was not selected for this position. We appreciate your understanding.

#### **Privacy notice**

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