



For our client a global inventory trading company with offices worldwide we are looking to the office in Zug, Switzerland fo a person to join as:

Finance Assistant D/E

Key Accountabilities/Result Area Finance:

- Support treasury function by preparing reconciliations, KYC and bank account opening
 - Support Accounting function by providing ad-hoc support during the month end close. This includes invoice processing as well as accounting entry preparation
 - Support Controlling function by preparing analysis, running reports and carrying reconciliations
 - Support administration of the Finance department by helping team members with filings, external communications, presentation preparation P. 2 as well as processes associated with company incorporations and customer onboardings
- Experience/Qualifications**
- Degree in finance, business administration or economics
 - 1-2 years working experience in finance or business administration preferred
 - Good command of Excel and PowerPoint
 - Interested in Finance topics, affinities with numbers, organised, precise, delivering work on time, attention to detail
 - Experience with international accounting standards
 - Self-starter and a team player
 - Methodical, concise and accurate, with strong attention to detail
 - Fluent in English and good in German (level C1)

Your personal qualities:

- Strong negotiation skills.
- Excellent communication skills.
- Ability to work within a multi-cultural environment.
- Working in a team environment and yet being responsible for one's own files for the respective operation's section.
- Strong Excel skills would be an advantage.
- Ability to work under pressure and against deadlines.
- Swiss national or holder of a Swiss work permit.

The company will offer:

- A professional team
- Opportunity to work in a dynamic, international and multicultural trading environment
- Attractive workplace in Zug
- Further education and career development possibilities

Applications of motivated finance graduates for an entry position with a possibility of future development within the team.