



Senior Accountant 100% (m/w/d)

Référence : 2025-02147

- Permanent contract
- ZÜRICH
- Finance

- ✓

First publication date : 27/05/2025
- ✓

Localisation : ZÜRICH
- ✓

Job Type : Finance
- ✓

Contract type : Permanent contract
- ✓

Start date : 01.08.2025 or upon agreement

Activity

ABOUT US

ODDO BHF is a Franco-German-Swiss financial group with French and German roots dating back to over 150 years and Swiss roots originating in 1780. It is owned by Philippe Oddo and his family, by employees and by long term partners.

With 2,300 employees and more than EUR120 billion in client assets, ODDO BHF has three main business lines, based on a strong investment in market expertise: private banking, asset management and corporate and investment banking.

In addition, ODDO BHF has strengthened its presence in Switzerland over the past two years with the acquisition of Landolt & Cie SA, increasing its presence in French speaking Switzerland.

ODDO BHF Switzerland is developing quickly and has the ambition to attract the best talents in order to contribute significantly to the Group's growth.

YOUR TEAM AND YOUR ENVIRONMENT

The Senior Accountant will be responsible for independently managing a wide range of accounting functions within both accounting and financial reporting in an international banking environment. This role requires deep knowledge of accounting principles, controlling, and banking regulations. If you are solution-oriented, detail-focused, and enjoy working in a dynamic and collaborative setting, we'd love to hear from you.

THE SKILLS YOU WILL DEVELOP

- **Monthly Closings:** Prepare and post all monthly accruals/provisions; compile Swiss financial statements according to FINMA guidelines and local GAAP; prepare consolidated financial statements in accordance with IFRS.
- **Annual Financial Statements:** Prepare annual financial statements for the bank and subsidiaries.
- **MIS Reporting:** Create and prepare regular financial reports to support internal and external stakeholders.
- **Regulatory Reporting:** Review and creation SNB statistics.
- **VAT declaration:** prepare VAT and withholding tax (VST) reports for the Federal Tax Administration for both the bank and its subsidiaries.
- **Accounting Records:** Independently manage various accounting records (general and sub-ledgers) for both financial and cost accounting.
- **Invoice & Payment Processing:** Process all customer invoices, travel expenses, and payments; post incoming invoices, credit notes, expense reports, and credit card statements.
- **Forecasting:** Prepare monthly management forecasts, ensuring accurate financial planning.
- **Budgeting & Cost Planning:** Prepare cost planning and support the development of the overall budget; review accounting records for subsidiaries.
- **Ad Hoc Analysis:** Perform ad hoc evaluations and analyses in accounting and controlling as needed.
- **Process Improvement Projects:** Actively participate in finance projects aimed at continuous process optimization; provide assistance and support with project-related tasks in accounting and controlling.

Role description

YOUR REMUNERATION

We offer you a remuneration package tailored to your profile and skills. This remuneration is based on a fixed salary, a discretionary bonus that is subject to individual arbitration at the end of each year and the possibility of becoming a shareholder.

Our ambition is to attract and develop the best talent by offering them the opportunity to become shareholders in the Group alongside the Oddo family, who together hold 90% of the capital. We are committed to aligning our interests and values with our clients and partners.

Experience and skills required

REQUIRED SKILLS

- Strong knowledge of accounting, controlling, and banking
- Several years of experience and confidence in preparing financial statements in accordance with national and international accounting standards
- Excellent analytical skills combined with a structured, solution-oriented mindset
- Solid IT proficiency, especially in Windows applications and relevant accounting systems (experience with APSYS, Abacus, or Corona is an advantage)
- In-depth knowledge of applicable laws and accounting standards (FINMA circulars, IFRS, Swiss GAAP, VAT law)
- Independent and reliable work approach with a high level of accuracy
- Excellent communication and interpersonal skills, with a collaborative mindset
- Proficiency in German and English, both spoken and written. French is an advantage
- Open-minded, proactive, and responsible personality with a collaborative mindset
- Willingness to take on new and complex tasks and challenges

We are committed to ensuring equal opportunities. Diversity is one of the keys to our past and future success and we fully support it.

We do not accept applications from employment agencies.