

Vacancy – Head of Accounting

We are Pioneers and Innovators!

This is an exciting opportunity to join our dynamic and expanding team in Switzerland. The Geoquip Marine Group specialises in geotechnical site investigations for marine engineering and scientific research projects.

With over 30 years of experience in offshore data acquisition we strive to be the leader in safely delivering reliable geotechnical data for our customers.

We are committed to providing our employees a stable work environment with equal opportunities for learning as well as personal growth and **we encourage creativity and innovation**. Great importance is also placed on maintaining the health, safety and welfare of employees.

Above all, employees are provided the same concern, respect, and caring attitude within the organization as the company owes its success to each individual employee.

Job Summary

The Head of Accounting is responsible for delivering the accounting and HR administration requirements and to support the CFO on miscellaneous ad hoc projects.

Functions and duties

- Manage the day-to-day accounting with 2 staff members in functional and personal aspect and overseeing all Accounting tasks and back-up Accounting team as needed
- Accounts payable, Accounts receivable, VAT declarations, GL accuracy
- Ensuring accurate month-, quarter- and year-end closing processes
- Issuing statutory and financial reports
- Monthly group consolidation
- Preparation of internal reporting package
- Participation in the establishing of annual budgets
- Development and maintenance of internal control system
- Completion of a wide range of administrative and tax-related tasks
- Point of contact for external auditors, tax advisors, Swiss tax authorities
- Payroll and benefits: preparation of monthly payroll (Abacus) as well as monthly and annual administrative formalities, coordination of benefits;
- HR administration: including preparation of employment contracts, work permits, vacation and absence management, insurance and pension fund;
- Support the development of the MS Dynamics ERP System
- Ad hoc requests and projects from the CFO, where required

Qualifications and Experience

- Minimum of 5 years accounting experience with specialist accounting/finance qualification (e.g. Eidg. dipl. Wirtschaftsprüfer/in; Fachman/Fachfrau in Finanz- und Rechnungswesen).
- Experience in accounting, budgeting, reporting, controlling and HR Administration.
- High level of competency with excel and ERP systems (preferably MS Dynamics).

- Fluent German, with excellent knowledge of English.
- Shipping experience is a plus but not required.
- Swiss nationals with local experience are preferred

We offer a competitive salary and benefits dependant on experience.

Ready to take on a new challenge in an international offshore company? Apply for the position you are interested in by sending us your resume and cover letter to careers@geoquip-marine.com with the vacancy title as your reference.