中國銀行 日内瓦分行
BANK OF CHINA GENEVA BRANCH

JOB DESCRIPTION	
Department/ Location:	**Geneva Branch**
Job title:	**Chief Accountant / Financial & Operation Department of BOC Geneva Branch**
Current Incumbent	**Occupied**
Grade	**Manager**
Reporting to:	**Head of Financial & Operation Department of BOC Geneva Branch**
SECTION 1 – Position Summary	Be responsible for accounting and accounting-related issues of the bank. Be responsible for expense management, invoices reimbursement, tax management, accounting, financial and regulatory reports, fixed assets management, general ledger and financial management system, monitoring system of financial and accounting issues, accounting archive management, etc.. Be responsible for communication and contact with local regulators, external auditors and tax authorities.
SECTION 2 – Detail Responsibilities	• Be responsible for controlling the daily expenses, reimbursement and accounting in line with laws and regulations; • To organize the fixed asset inventory, ensuring consistency between the assets and the accounting; • Be responsible for calculating and paying the taxes accurately and on time; • Be responsible for preparing the transfer pricing documentation; • Be responsible for accounting policy and relating regulations of the Bank; • Be responsible for organizing accounting, revealing all the business activities and financial conditions of the bank truly, accurately and comprehensively; • Be responsible for preparing and submitting all the reports required by local regulators, timely and accurately; • Be responsible for financial statements and contact with external auditors; • Be responsible for on-spot supervision and inspection on accounting-related issues of all business departments in accordance with the accounting requirements, finding and correcting the errors in time. Responsible for binding and archiving all the accounting documents of the Bank, custody the accounting documents according to the age limit, help other departments looking for the accounting files; • Be responsible for fulfilling other tasks as allocated by the supervisors; • Lead junior accounting managers in the team and coach junior staffs.

SECTION 3
– Requirement

- **Person specification**
  - min. Bachelor degree in Accountancy/Finance/ ACCA qualification.
  - Excellent knowledge of Swiss accounting rules and regulations for banks.
  - Must have all legally required qualifications to fulfil financial and accountancy tasks alone.

- **Experience**
  - min. 5 years relevant experience in financial & management accounting particularly in bank/financial institutions sector is preferred.
  - Detailed knowledge is required about Swiss accounting law, tax issues, national bank reporting, and regulatory reporting.
  - Extensive knowledge of IFRS.

- **Essential & Desirable Skills**
  - Fluent English and French knowledge is a must.
  - Good MS Office skills, particularly strong capabilities in MS Excel.
  - Be able to work independently and highly meticulous.
  - Capacity for multitasking.
  - Beyond reproach, ability to maintain a high level of integrity.
  - Ability to organize work, plan and meet deadlines.
  - “Can-do” attitude, able to work under high pressure with tight deadlines.