



Accounting and Regulatory Reporting Specialist – Deputy Head of Accounting

Job summary

The position is a part of the Accounting, Reporting and Cost Control team supporting the Executive Management in providing timely and accurate financial and regulatory information in line with internal and external rules and regulations. In addition this role is also supporting the Executive management in cost and budget control activities. The position holder will report to the Head of Accounting, Reporting and Cost Control team.

Main responsibilities

- Prepare, analyze and file financial and regulatory reports to SNB, FINMA, external auditors and Head Office Moscow
- Design and implementation of the new regulatory reporting calculations complying with regulatory requirements.
- Design implementation and development of the daily controlling process of the most important regulatory key metrics including daily monitoring
- Assist in the monthly, quarterly and year end closing process
- Booking and verification of all needed bookings to the general ledger (profit and loss, balance sheet and off-balance sheet)
- Review, evaluate and implement process improvements, as appropriate
- Preparation of group reporting package and related analysis
- Work with IT, Middle office and other departments on various bank wide projects
- Control and report to the department regarding issues or special occurrences which have or could have an impact on the Bank.

Specific tasks

- Preparation of reports and charts as per requests of the Head of Accounting, Reporting and Cost Control and CFO.
- Support financial/regulatory audits.

Required Experience/Skills/Qualification

- Swiss / EU passport or valid Swiss work permit
- Degree in Finance, Controlling, Accountancy or similar
- At least 3 years' experience in Finance function of an international bank or a financial service company, "big four" experience is an advantage
- Excellent skills in reporting
- Very good knowledge of MS Office products
- Well organized working style with attention to detail is a must
- Avaloq and FiRE knowledge is an asset
- Ability and willingness to crunch through financial data, excel / programming skills is a plus



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- Ability to work efficiently in a small team and interact effectively across different departments
- Self-discipline, motivation, initiative
- Fluent English and German

If you want to become a part of high professional multicultural organization where your contribution will be recognized please send your complete application including motivation letter to Severine Boulard hr@gazprombank.ch with the remark “Accounting and Regulatory Reporting Specialist”.