

ITalent SA is a professional and highly ethical search firm that focuses on leadership and management positions as well as technical and specialist roles.

We are recruiting on behalf of our client, an International Pharmaceutical group, an experienced and qualified:

Accountant (M/F)

The role will be based in **Basel**, at the European HQs, reporting to and collaborating closely with the Controlling Team in the USA.

Primary Role

Responsible for maintaining various financial records, working with the business to accurately process purchase order, accounts payable, VAT transactions, etc. for all European entities.

Responsibilities

- Contribute to the further set up and development of the Accounting structure;
- Read and understand financial terms of contracts for the establishment and maintenance of purchase orders (PO);
- Read and understand invoices for proper matching and coding against purchase orders;
- Ensure proper approvals are obtained for invoices and purchase orders;
- Scanning and/or uploading appropriate supporting documentation into accounting system;
- Filing regular VAT returns for all European entities, working with external resources to insure accurate reporting of all liabilities;
- Work with Travel Agency and Expense management software to control travel expenditures and review transactions for proper treatment;
- Work with Accounting to make sure all entries related to the Swiss entities are treated correctly;
- Work with outside services to maintain payroll records for all Basel based employees and that all statutory reported is completed and recorded correctly.

Qualifications

- 6+ years of relevant experience with an European exposure;
- Pharmaceutical experience, a plus;
- Knowledge of Excel and major ERP systems; SAP a plus;
- Process oriented individual, establishes effective internal control over business processes;
- Capacity to work effectively across departments and in an independent manner;
- Excellent organizational and communication skills;
- Fluent in both **English and German** (mandatory).

Please apply on our website: www.i-talent.com together with your CV and motivation letter. Thank you.

Only applications via this e-mail will be considered for this recruitment. If you don't receive a reply to your application within 2 weeks, please consider that your file has not been shortlisted.