



We are hiring

Would you like to be part of our dynamic, global and growing team? South Pole is an energetic, global company offering comprehensive sustainability solutions and services. With offices spanning all six continents, we strive to create a sustainable society and economy that positively impacts our climate, ecosystems and communities. With our solutions we inspire and enable our customers to create value from sustainability-related activities.

To strengthen our team and further promote environmentally and socially responsible practices, we are currently looking to recruit a highly motivated and dedicated

Accounting Assistant (100%) based in Zurich, Switzerland

As a key member of the Accounting team, you are fully responsible for the process of Accounts Payable (AP) and Accounts Receivable (AR) in Switzerland, and, in coordination with other South Pole employees across the globe, you will ensure an accurate and timely management of all related transactions. In addition, you will assist in closings, be involved in specific accounting projects and collaborate in process improvements, amongst others. If you are a junior professional with a strong attention to detail and are able to thrive in a fast paced environment, then we are looking for you!

Tasks and responsibilities

- Responsible for processing both the accounts payables and accounts receivables for several Swiss entities
- Manage employees' personal expenses and credit card maintenance, as well as process web-shop transactions
- Register, process and reconcile all bank transactions
- Coordinate daily business and specific projects with employees around the globe
- Assist in periodical closings
- Actively support and bring in your own ideas in ongoing projects and process improvements

Your profile

- Federal diploma of commercial apprenticeship (M-Profil), or comparable education
- Work experience in the field of Accounting is a plus
- Strong attention to detail
- High-energy, flexible and responsive work style
- Ability to work in a fast-paced environment and a can-do attitude
- Excellent communication and interpersonal skills
- Advanced computer skills, particularly in Microsoft Excel
- Excellent oral and written commands of English and German are essential
- Team player and able to work as well independently
- Swiss national, or holder of a valid required work visa in Switzerland



We offer

- Be part of a growing, global and multicultural company
- Excellent team spirit; work with dedicated and enthusiastic people
- Build and increase knowledge in the field of Accounting
- Support for further education in the field of Accounting
- Attractive compensation and benefits package as well as exciting career opportunities

Please apply

If you are interested in joining a young and international team looking to make a difference to the world we would be happy to hear from you! Please send your application in English directly through our [website](#). If you have any questions regarding this vacancy, please contact Ms. Shannen Wiesendanger on +41 43 501 35 50 or on jobs@southpole.com.