



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

Accounts Payable Assistant (100%) based in Zurich, Switzerland

As a member of our Finance team, you are responsible for the Accounts Payable process. In coordination with other South Pole employees across the globe, you ensure accurate and timely management of all related transactions. This is the ultimate opportunity for fresh graduates who are looking to gain their first work experience within the accounting area, as you will have the possibility to learn on the job and to gain new skills as you grow in your role. In addition, you will assist the team in closings, are involved in accounting projects and will collaborate in process improvements.

Tasks and responsibilities

- Manage approval process of incoming supplier invoices
- Process supplier invoices in our ERP
- Review and reimburse expenses reports
- Reconcile general ledger accounts
- Coordinate daily business and specific projects with employees around the globe

Your profile

- Federal diploma of commercial apprenticeship (M-Profil), or comparable education
- Work experience in the field of accounting is not required, but is of advantage
- High-energy, flexible and responsive working style
- Advanced computer skills, particularly in Microsoft Excel
- Swiss national, or holder of a valid required work visa in Switzerland

We offer

- Be part of a growing and multicultural company with a real purpose
- Excellent team spirit working with dedicated and enthusiastic people
- Benefits like support for further education, 5 weeks of vacation, flexible working hours and many more

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 cover letter and CV directly through our [website](#). Applications in German are also welcome. If you have any questions regarding this vacancy, please contact us on jobs@southpole.com.