



Boutique Aviation AG, Seefeldstrasse 283, 8008 Zürich

Reference

BQA_EMP_003 22.12.2022

Financial Accountant 80-100%

Boutique Aviation AG, Zurich, Switzerland

Boutique Aviation AG is a private aircraft management company headquartered in Zurich, Switzerland. We are striving to deliver the next digital generation of aircraft management. Read more about us at www.boutique-aviation.com

To start in March, we are seeking an **Accountant** to become an integral member of our team.

Based in Zurich, you will be responsible for the financial accounting of Boutique Aviation AG, ensuring that accounting is performed in a timely and accurate manner aligned with our group strategy and procedures.

Your tasks

- Manage and record incoming invoices from clients and suppliers ensuring transaction entry verification procedures are followed
- Preparing payments and statements for finance lead
- Perform general accounting activities, including the preparation, maintenance and reconciliation of ledger accounts and management accounts
- Accurately record and file VAT returns
- Prepare, record, and analyse accounts ensuring that the records are complete, accurate and compliant with relevant internal procedures
- Assist with monthly reporting and annual closing activities

Your skills

- In depth understanding of accounting - both procedural and technical aspects
- Detail oriented with the ability to adjust quickly to our industry environment
- Results driven - able to execute with high personal accountability and work independently
- Customer Focused - ability to communicate effectively with internal and external clients and stakeholders
- Fluent in English (oral and written), German is an advantage
- A background in aviation would be preferable but is not essential

If you are interested in joining our collaborative team of young, highly motivated people - we offer an exciting international work environment and look forward to hearing from you.

For further information please contact Regine + 41 76 341 60 01 after January 2nd or send your application to hr@boutique-aviation.com