



Accounting Officer

The European Society of Regional Anaesthesia and Pain Therapy (ESRA), a non-profit international scientific society based in Switzerland with over 6'000 members around the world, is currently looking for a dynamic, committed and self-motivated Accounting Officer to join its team and take care of the tasks mentioned below.

The objectives of ESRA include the study, promotion, education, and training of techniques for local and regional anaesthesia and acute or chronic pain management and encouraging scientific research and the dissemination of informations. ESRA organises congresses, publish scientific works, and encourage research regarding this medical discipline. Its annual congress is taking place once a year usually beginning of September in a different European country every year.

This position is remote in any location in Europe.

Tasks:

- **Daily accounting and other financial processes including:**
 - Preparation and follow-up of invoices and credit notes.
 - Preparation, follow-up and classification of invoices received by stakeholders/collaborators and processing and follow-up of related weekly payments/ refunds after the Treasurer's approval.
 - Preparation and delivery of monthly financial statements (Bookkeeping in Excel file and accounting system, regular checking and control of all bank transactions and their allocation in the correct account according to the charter of accounts).
 - Preparation of financial reports when needed, by collecting, analyzing, and summarizing account information and trends.
 - Maintenance of a charter of accounts and adherence to the predefined book-keeping policies and procedures, focusing on verifying, allocating and posting transactions.
 - Revision and processing of travel expenses claims from society members and events faculty (Reimbursement's monitoring).
 - Regular communication with accountant and all relevant ESRA teams.
 - Follow-up of VAT & tax declarations status and deadlines.
- **Membership operations:**
 - Administration of back-end of membership software.
 - Processing of payments and checking for accuracy and completion.
 - Communication with members for various membership queries.
 - Processing, compiling, importing and exporting various members lists.
 - Compilation of membership reports and statistics at regular intervals and further to the Treasurer's request.
 - Handling the Society's journal recipient list (production, export and handling).
 - Handling the membership mailbox.
 - Any other tasks related to membership.

Skills and qualifications:

- University degree in accounting, finances, economics or similar.
- Previous working experience in a similar position.
- Strong communication skills in English is required (written and oral). Any other languages are an asset.
- Proficiency in MS Excel and other accounting software.
- At ease with figures/numbers as well as comfortable communicating with internal and external clients and stakeholders.
- Meticulous, able to collaborate cross functionally, attentive to details with very good organization skills.
- Ability to work independently, to determine own priorities and meet deadlines.

Our offer:

- Full time position.
- Small team, international environment.
- Home office work with regular meetings abroad.
- Service fees contract.

Are you interested? Please send your application to: office@esraeurope.org
We are looking forward to welcoming you.