



BANQUE DE COMMERCE ET DE PLACEMENTS

Established in 1963 as a Swiss bank, Banque de Commerce et de Placements – BCP – specializes in two well-established core business segments - Commodity Trade Finance and Wealth Management - complemented by tailor-made expertise in Treasury & financial products. The Bank enjoys a solid reputation as a top quality service provider in all of these banking fields and offers its commercial, private and institutional clients a full range of services tailored to their needs. BCP is headquartered in Geneva with branches in Dubai and Luxembourg. More information can be found at www.bcp-bank.com.

For our **Financial Control division**, we are currently looking for a

TEMPORARY ACCOUNTING ASSISTANT

January-February 2022

MAIN TASKS:

- ✓ Prepare audit confirmations requested by customers and banks' auditors (Nostro/Vostro) including scan in our archiving system.
- ✓ Any other general administrative tasks when required.

REQUIREMENTS:

- ✓ Commercial Diploma, CFC or equivalent
- ✓ Previous experience in accounting
- ✓ Familiar with figures
- ✓ Precise, accurate and attentive to details
- ✓ Good knowledge of English, both written and spoken
- ✓ Excellent command of Microsoft Office applications (Excel, Word), Apsys knowledge a plus

OTHER:

- Location: Geneva
- Activity rate: 100%
- Period of employment: January-February 2022

Please send your complete application file (**cover letter, CV, work certificates and diplomas**), preferably via Jobup.

Please kindly be informed that, we will only reply to candidates whose profiles are completely in line with our needs. If you do not hear from us within 3 weeks, please consider that your candidacy was not selected for this position.

Thank you for your understanding.