

Since 1744, Sotheby's has distinguished itself as a leader in the auction world. Sotheby's reaches every point of the global art market, with 90 locations in 40 countries. We conduct approximately 250 auctions each year in ten salerooms around the world and handle works in over 70 collecting categories. We take great pride in our ability to provide our clients with unfettered access to great works of art.

Sotheby's Global Trading Company, with offices in the centre of Zurich, adds value to Sotheby's worldwide by optimizing Sotheby's group wide cash management and by providing in-house bank services to Sotheby's group companies. In addition, it fulfils the function of the clearing house under the Sotheby's group wide transfer pricing agreements. Sotheby's Global Trading Company is looking for an

Accounting Manager / Assistant Treasurer

You are working in a small team and prepare all of the books, records, accounts, financial statements and disclosures adhering to Sotheby's system of internal control, appropriately reflecting the company's transactions and conforming to applicable legal requirements, manage the payroll function and cooperate closely with the Treasurer/Managing Director assisting in treasury activities.

Your responsibilities are as follows:

- Execute day to day accounting activities and document business transactions
- Prepare timely and accurate financial and management reporting of the results to New York
- Ensure that all Swiss/-US GAAP requirements are met by monitoring and reviewing accounting and related system reports for accuracy and completeness
- Account to external auditors for GTC's statutory and corporate reporting
- Handle value added tax (VAT) and withholding tax (WHT) matters including reporting
- Prepare the company's yearly tax declaration and complete several other declarations and confirmations as required by Swiss or International law
- Establish, maintain and coordinate the implementation of accounting and accounting control procedures and resolve accounting discrepancies in due time
- Compute all the stipulated settlements as per the group wide transfer pricing agreements
- Execute the payroll function ensuring efficient process and controls, interact with social institutions and handle the connected required reporting

We are looking for a mature personality with the following qualifications:

- Higher degree in business administration or economics
- Accounting focused with knowledge of foreign exchange currencies and money market transactions as well as knowledge of indirect and source taxes
- Fluent in spoken and written German and English
- Capable of working efficiently with accounting software packages; advanced level skills in Microsoft office products (especially Excel)
- Highly organized with attention to detail
- Works well in a team
- Excellent interpersonal and communication skills
- Ability to work independently to meet goals and deadlines

Are you interested in a challenging position in a small team of a successful company in a fascinating business? Please get in touch with our consultant for further information or send your application to

Matthias Brägger

MATTHIAS BRÄGGER MANAGEMENTBERATUNG

Kohlrainstrasse 10, CH-8700 Küsnacht

Tel +41 44 918 44 22

Mobil +41 79 431 72 48

mb@matthiasbraegger.com

www.matthiasbraegger.com