

DAMPFZENTRALE BERN

Dampfzentrale Bern is one of the most important independent venues in Switzerland for performing arts, dance, music and club culture. As a production site, presentation venue and international guest performance venue, Dampfzentrale Bern supports and influences the diverse scenes. It organises several festivals per season, of which Tanz in Bern is one of the largest dance festivals and Saint Ghetto one of the most experimental music festivals in Switzerland.

As of 1st of December 2021 or by agreement, we are looking for an employee for the following position

Accounting, Personnel Administration and Controlling (50%-60%)

You will be responsible for financial accounting (accounts payable and receivable, cost/performance accounting) and payroll accounting. In consultation with the administrative director, you will be responsible for the preparation and execution of the annual financial report.

In addition, you will be responsible for invoicing, project accounting, copyright accounting (Suisa, SSA) and human resources (Quellensteuer = withholding tax).

Profile

- Several years of experience in a comparable function, preferably in a cultural enterprise
- Completed commercial / trading training (EFZ) and/or
- Business studies or further education
- Knowledge of accounting of value added tax (VAT), of copyrights and of business management contexts
- Pleasure in communication
- Exact and independent way of working
- Excellent German language skills are a must
- Well versed in spoken and written English, French an advantage
- Relevant computer skills (Mac, MS Office)
- Knowledge of financial accounting and payroll accounting Sage 50 is an advantage
- Open Personality, proactive in approaching people

We are looking forward to a committed, team-oriented and innovative personality who will be responsible for accounting in a small dedicated team in a moving cultural institution. Dampfzentrale Bern offers an exciting working environment and plenty of room for independent work and thinking.

The position is paid in line with industry standards.

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INFO@DAMPFZENTRALE.CH
WWW.DAMPFZENTRALE.CH

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Dampfzentrale promotes professional equality for all genders. Integration is important to us. Applications from people of colour, people with a family history of migration and representatives of groups that are underrepresented in the field of art are therefore explicitly welcome.

Please send your application latest on the 15th of November 2021 to:
bewerbung@dampfzentrale.ch

Interviews will take place from November 22nd to 26th

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