

JOB OPENING

Finance Administration Assistant

Position type	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Fixed term <input type="checkbox"/> Internship <input type="checkbox"/> Hourly
Percentage	<input checked="" type="checkbox"/> Full time 100% or <input checked="" type="checkbox"/> Part-time: 80%
Starting date	01.04.2020 or to be determined
Location	Lunaphore Technologies SA, EPFL Innovation Park, building A, CH-1015 Lausanne (VD)

Lunaphore Technologies is a young scale-up active in the medtech field developing a product based on a microfluidic technology to analyze tissue samples for cancer research and diagnostics. Lunaphore is seeking a highly motivated candidate to join our team and contribute directly to the development and growth of the company.

Summary

We are looking for a 'Finance Administration Assistant' to provide assistance in the daily and periodical tasks related to accounting and reporting, with a good level of attention to detail and a high degree of accuracy, ready to join a hard-working team, passionate about taking Lunaphore to the next-level.

Role/Responsibilities

- ✿ This position reports to the: VP Finance
- ✿ Preparation of periodical financial information and reports
- ✿ Daily processing of incoming invoices
- ✿ Monthly budget tracking
- ✿ Monthly expense reports
- ✿ Monthly credit card reports processing
- ✿ Preparation and follow-up of outgoing invoices
- ✿ Assistance in the end of year closing
- ✿ Support in the automation and optimization of accounting processes
- ✿ Providing administrative support as needed

Required qualifications

- ✿ Bachelor in business or accounting from HES or university
- ✿ Previous experience in a similar role is a strong plus
- ✿ Studying for federal diploma in accounting is a plus

Required soft skills

- ✿ You demonstrate good analytical and organizational skills
- ✿ You pay strong attention to detail
- ✿ You have the ability to meet strict deadlines in a fast, multi-tasking environment
- ✿ You like interacting with people, bring advice and solutions to them
- ✿ Good command in oral and written English is a must. Additional language skills including French and German are a plus
- ✿ Good command of Microsoft Office suite

We offer

- ✿ A multidisciplinary industrial project within a young and strongly growing high-tech scale-up.
- ✿ An international working environment with high level of diversity and strong network.
- ✿ A highly interactive team with strong personal and technical qualities.

Contact information

If you are interested, please send your application (CV + cover letter and any additional supporting document) electronically to: human.resources@lunaphore.com