**JOB OPENING**

**Finance Administration Assistant**

<table>
<thead>
<tr>
<th>Position type</th>
<th>☑ Permanent ☐ Fixed term ☐ Internship ☐ Hourly</th>
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</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>☑ Full time 100% or ☐ Part-time: 80%</td>
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<tr>
<td>Starting date</td>
<td>01.04.2020 or to be determined</td>
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<td>Location</td>
<td>Lunaphore Technologies SA, EPFL Innovation Park, building A, CH-1015 Lausanne (VD)</td>
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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