



## Job Description

# HEAD OF FINANCE AND ADMINISTRATION

### Job description – HEAD OF FINANCE AND ADMINISTRATION (80%-100%) @ NEMIS

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Are you interested in joining a dynamic biotech start-up developing innovative diagnostic solutions to fight foodborne illnesses and antimicrobial resistance? Do you like to be at the heart of the business and have a wide ownership over company financials? Great opportunities happen only once in a lifetime...

To join our team as soon as possible, we are looking for a hands-on, versatile, experienced **Head of Finance and Administration** to undertake and oversee all aspects of financial management, including corporate accounting, financial reporting, budget and forecasts preparation, as well as the development of internal control policies and procedures. The role may evolve to the company CFO position.

### Your Responsibilities

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The position directly reports to the company's CFO and will be instrumental in setting up the company's finance department.

Equipped with a strong sense of ownership and responsibility to ensure NEMIS' success, you will:

- Coordinate and direct the preparation of the budget and financial forecasts
- Controlling of effective spending vs. plans
- Cash flow management
- Coordinate the preparation of regular (monthly and quarterly) reporting (to management, board and shareholders)
- Prepare / coordinate and publish timely annual financial statements
- Develop, document and control business processes and policies to maintain and strengthen internal controls
- Ensure quality control over financial transactions and financial reporting
- Introduction of ERP's and financial reporting systems as required
- Billing
- Inventory Accounting
- Set up and maintenance of financial risk management framework
- Additional controller duties as necessary
- Over time, build the Finance department by hiring, training and motivating new/additional staff
- Organize via external service providers and build up internal management over time for:
  - Daily / weekly accounting incl. A/R and A/P
  - Pay-roll processing
  - Research technical accounting issues for compliance
  - Manage and comply with local, state, and federal government reporting requirements and tax filings



# Job Description

## HEAD OF FINANCE AND ADMINISTRATION

### About You

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We are looking for a degree-level educated professional with a solid and proven track record in building and managing an efficient finance management system, with a good business acumen and a passion for entrepreneurial (startups) environments, ideally within the biotech / MedTech / diagnostics industry.

- Proven working experience as a Financial Controller
- 5+ years of overall combined accounting / controlling and finance experience
- Advanced degree in accounting and/or controlling and/or finance, (Fachausweis Accounting Controlling / Treuhand and/or at least Bachelor level in Business Administration FH / University)
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements
- Experience with general ledger functions and the month-end/year end close process
- Exhibit all needed leadership competencies for the role (business acumen, insightful judgement, think strategically, lead by example, customer satisfaction focus, ...)
- A team player with great interpersonal and communication skills to ensure the financial requirements are understood and implemented correctly across the organization
- Enthusiastic, self-motivated, hands-on, problem-solving and results-oriented personality who can work under pressure, autonomously and bring innovative ideas
- Experienced with ERP systems and their implementation
- Accounting software user and administration skills
- Proven project management and high-level analytical skills
- Flexible to work in a complex environment, to deal with change and adapt own role in a changing environment
- Fluent in German and English, both written and spoken, other languages are a plus.

### About NEMIS

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Located near Zürich, NEMIS Technologies is developing diagnostic kits for microbiological detection in the fields of food safety and clinical diagnostics with the potential to set new market standards. The innovative AquaSpark™ technology is the core of our rapid, specific, easy-to-use and cost-efficient diagnostic kits.

You will be working within a team which is passionate, driven, creative in an innovative company at the cutting edge of technology. You will have a high degree of freedom in organizing your work and you will have opportunities to develop your role as the company grows.

How to apply?

If you are interested, please send your resume and motivation letter to [HR@nemistech.com](mailto:HR@nemistech.com)