

Numab Therapeutics AG is an expanding, clinical stage Swiss biotech company based in Horgen, canton of Zurich. The company is focused on the discovery and development of innovative, antibody fragment-based therapeutics with a focus on inflammation and immuno-oncology. With our breakthrough antibody-discovery and multi-specifics engineering platform, we engage in proprietary projects as well as collaborative research on behalf of partners in the pharmaceutical industry.

For our company's Finance team, we are looking for a highly motivated and experienced individual to provide bookkeeping, controlling and administrative support.

## Senior Accountant 100%

In this position, you will report to the Head of Accounting. Your main responsibilities will be accounting-related, but you will also provide support to the Head of Controlling.

### Your Responsibilities:

- Maintain financial accounting records in accordance with Swiss law and company guidelines, ensuring accuracy and compliance. Your focus will be on the general ledger and all sub-ledgers, including accounts payable and receivable, fixed assets, leasing as well as accruals and deferrals.
- Undertaking timely period end closing activities, including preparation of journal entries and account reconciliations.
- Support initiatives aimed at improving finance processes, to enhance efficiency, completeness and accuracy of financial data.
- Responsible for VAT reporting (quarterly) and VAT reconciliation (quarterly and annually).
- Assist the team in the preparation and review of the semi-annual and annual financial statements in accordance with IFRS and the Swiss Code of Obligations (only annually).
- Assisting in the preparation for the external audit and processing inquiries from the auditors.
- Supporting the implementation of the internal control system.
- Participation in the implementation and maintenance of our ERP-system.
- Assist in controlling tasks, such as preparing management reports, budgets and forecasts, and conducting financial analysis, to ensure alignment with business objectives and the achievement of financial targets.
- Your area of responsibility will be rounded off by various administrative activities.

### Ideal candidates will have:

- Chartered Specialist in Accounting and Financial Management Specialist certificate in finance and accounting (Fachausweis in Finanz- und Rechnungswesen) or equivalent further training.
- At least 3 years of professional experience in a similar position, experience in the life science sector is strongly desirable.
- Understanding of and practical experience in dealing with Swiss VAT; experience with foreign VAT is a plus.
- Theoretical and practical understanding of the Swiss Code of Obligations. In addition, you have a basic understanding of IFRS and have gained relevant practical experience in your previous positions.

- Your way of working is characterized by a high degree of precision and quality, and you have the ability to implement this consistently and continuously.
- Competent handling of Microsoft Office applications (especially Excel) and ERP systems.
- Business fluent in both written and spoken German/English. French is a plus.
- Exemplary team spirit combined with strong interpersonal skills and the ability to work independently and autonomously.

#### What do we offer:

- A diverse set of tasks in a dynamic SME with a modern infrastructure and an inspiring, entrepreneurial atmosphere.
- Flat hierarchies and short decision-making paths.
- The opportunity to take on responsibility, help design and implement solutions.
- Market-driven employment conditions with above-average pension provision, flexible working hours and opportunities for personal development.
- Performance-based bonus and participation in the employee stock option plan.
- A workplace near the city of Zurich with a view of the lake.

**We are looking forward to receiving your application with reference number NB119 to [hr@numab.com](mailto:hr@numab.com).**