

	Description
Function	Senior Accountant
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne hr@acimmune.com
Percentage	100 %
Reporting Line	AVP Finance
Company Profile	<ul style="list-style-type: none"> AC Immune is a clinical stage Swiss biotech company focused on the development of innovative therapeutics and diagnostics for Alzheimer's and other neurodegenerative diseases 125+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ AC Immune SA is a progressive, equal opportunity employer
Job description	The Senior Accountant is an important member of the Finance Department of AC Immune SA. They will oversee the accounting activities, including reviewing transactions, and performing balance sheet reconciliations to support in the preparation of the monthly financial statements and management reports.
Key Responsibilities	<ul style="list-style-type: none"> Accounting <ul style="list-style-type: none"> Prepare and lead the monthly/quarterly, and yearly closing process Manage overall general ledger and chart of accounts in SAP Ensure SOX procedures are documented and followed Assist the Financial Controller with R&D accruals Tax <ul style="list-style-type: none"> Prepare withholding tax returns Assist corporate taxes declarations and returns Treasury <ul style="list-style-type: none"> Support CFO and AVP Finance in the treasury management (rolling cash forecast, analysis) Coordinate payment runs and upload payment files in e-banking Reporting <ul style="list-style-type: none"> Assist in the preparation of financial statements and notes for financial reporting under IFRS and Swiss Code of Obligations Assist finance group with internal budget and analytical reporting initiatives, and other special projects
Qualifications & Skills	<p><i>Required:</i></p> <ul style="list-style-type: none"> At least five years clerical/accounting experience; gained through a combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved Knowledge and understanding of bookkeeping practices and principles Confirmed knowledge in MS Office applications (Word, Excel), and accounting software (SAP is desired, but not required) Personal features include: Motivated to work in a biotech company focusing on neurodegenerative diseases Strong interpersonal skills for building networks with key experts and ensuring the interface with internal departments Ability to take initiative and adapt priorities to meet company and departmental needs while maintaining effectiveness Leadership and project management skills Good spoken and written English and French are required <p><i>Would be a big plus:</i></p> <ul style="list-style-type: none"> Understanding, with the desire to learn more, of IFRS, Swiss GAAP and internal controls Understanding of SAP or SAPbyDesign