

	Description
Function	Financial Reporting and Controls Manager
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne careers@acimmune.com
Percentage	100 %
Reporting Line	Chief Financial Officer
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 145+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ AC Immune SA is a progressive, equal opportunity employer
Job description	<p>The Financial Reporting and Controls Manager is responsible for all aspects of the financial reporting and internal controls (SOX). The position will oversee the preparation and distribution of interim and annual financial statements under IFRS. The position will also support other filings required to be filed with the Securities and Exchange Commission (SEC).</p> <p>The Financial Reporting and Controls Manager leads and supports the implementation, maintenance, and review of internal controls in compliance with SOX standards and corporate policies and procedures.</p> <p>The Financial Reporting and Controls Manager also supports the finance organization through the implementation of new technologies to support our existing processes.</p>
Key Responsibilities	<p>Financial Reporting</p> <ul style="list-style-type: none"> Preparation of annual and quarterly financial statements to be filed with the SEC on Forms 6-K, 20-F etc. Supports the VP Finance, US, in other SEC filings such as registration statements and prospectus supplements Coordination with external auditors for quarterly reviews and annual audit procedures Monitors and assesses changes in accounting, reporting and disclosure standards issued by the SEC and IASB and prepares memorandums regarding the Company's position and impact on the Company, including ESG requirements. <p>Internal Controls</p> <ul style="list-style-type: none"> Leads the organization and management of SOX compliance requirements and harmonization throughout the Company, utilizing technologies such as AuditBoard Writes, implements, and ensures effective and practical implementation of corporate policies (e.g., accounting, internal control, etc.) Liases with finance department, internal legal counsel, various internal stakeholders relevant for financial Evaluates, monitor, and manage the financial risks of the Company <p>Other</p> <ul style="list-style-type: none"> Assists the finance team by either leading or participating in performance improvement projects (for example, the identification and implementation of new reporting software tools) Supports the Financial Operations team with closing procedures and execution of internal controls

Qualifications & Skills	<p><i>Required:</i></p> <ul style="list-style-type: none"> • Bachelor's degree or higher in Accounting or Finance • Six years or more experience in public accounting and/or public company environment • Extensive knowledge of IFRS reporting (including familiarity with SEC requirements) • Strong understanding of SOX and internal control documentation requirements • Personal features include: <ul style="list-style-type: none"> - Demonstrated ability to synthesize, analyze and communicate key information - Practical, hands-on approach with the ability to work in a lean finance organization - Facilitate and coordinate multiple deadlines, create cohesive teams, and respond quickly to management requests - Excellent project managerial and strong interpersonal skills for building networks with key experts, internal and external, alike - Leadership experience in organizing, planning, and executing projects from conceptualization through implementation across multiple internal and external reporting and organizational lines - Ability to adapt priorities to meet company needs while maintaining effectiveness - Strong analytical and problem-solving skills - Ability to stay knowledgeable about, research and reach well-reasoned conclusions on technical accounting issues - Good spoken and written English are required, French and/or German are a plus <p><i>Would be a big plus:</i></p> <ul style="list-style-type: none"> • US CPA, Swiss Federal Expert, UK Chartered Accountant or equivalent • Clinical stage biotechnology experience preferred • Experience using contemporary cloud-based ERP systems (e.g. SAP ByDesign, Netsuite, or equivalent), Power BI and AuditBoard
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