

	Description
Function	Senior 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 Senior 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, including the annual report. The position will also support other filings required to be filed with the Securities and Exchange Commission (SEC).</p> <p>The position leads and supports the implementation, maintenance, and review of internal controls in compliance with SOX standards and corporate policies and procedures.</p> <p>The Senior 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"> Act as a key advisor to senior management on financial reporting implications of strategic initiatives. Prepare, review, and ensure accurate and timely submission of SEC reports (Forms 6-K, 20-F) and statutory financial statements, including the Annual Report. Prepare and review financial information included in corporate press releases. Lead preparation of other SEC filings such as registration statements and prospectus supplements. Prepare financial statement reviews and summaries for Board and Audit & Finance Committee meetings. Ensure compliance with SEC, NASDAQ, and IFRS regulations. Develop and oversee XBRL reporting for SEC filings. Coordinate and manage all aspects of external audits. Lead financial research, monitoring, analysis, and conclusions regarding accounting, reporting, and disclosure standards issued by SEC and IASB; prepare impact analysis memoranda. <p>Internal Controls</p> <ul style="list-style-type: none"> Lead and manage company-wide SOX compliance processes, leveraging technology solutions such as FloQast. Drive continuous improvement initiatives, focusing on automation and digital transformation of financial processes. Collaborate cross-functionally, particularly with internal and external audit teams, to maintain accurate and timely documentation of SOX control processes.

	<ul style="list-style-type: none"> Support Financial Operations in executing internal control activities and monthly/quarterly closing procedures. <p>Other Responsibilities</p> <ul style="list-style-type: none"> Develop, document, and implement technical accounting policies and procedures, in particular around new collaboration agreements Collaborate with Finance and Business Development by providing valuation support, financial analysis, and research reports related to potential transactions, financings, and asset valuations. Support the CFO in maintaining effective relationships with analysts, including reviewing analyst reports, preparing financial insights, and facilitating transparent and accurate financial communication.
<p>Qualifications & Skills</p>	<p>Required:</p> <ul style="list-style-type: none"> Minimum 6 years' experience in public accounting, public company environment, or a combination thereof. Bachelor's degree or higher. US CPA, Chartered Accountant, or equivalent qualification. Extensive knowledge of IFRS and SEC reporting requirements. Strong expertise in SOX compliance and internal control documentation. Demonstrated ability to analyze, research, and effectively communicate complex financial and technical accounting information. Hands-on approach suitable for a lean finance environment, with proven ability to manage multiple priorities and deadlines. Excellent interpersonal, leadership, and project management skills, including experience in coordinating cross-functional teams and maintaining relationships at various organizational levels. Strong analytical, strategic-thinking, and problem-solving capabilities. Fluent English (spoken and written); French and/or German proficiency advantageous. <p>Preferred:</p> <ul style="list-style-type: none"> Clinical-stage biotechnology industry experience. Experience with cloud-based ERP systems (e.g., SAP ByDesign, NetSuite), Power BI, and FloQast.



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