

# Financial & Admin manager

(60% CDI - French/English)

Starting date: July 2020

## About Impact Hub Geneva & Lausanne

Situated in the heart of each city, Impact Hub Geneva & Lausanne provide a 'home', as well as supporting services for innovators and entrepreneurs that come together to prototype new models for a society that works for all. We offer access to an inspiring workspace, a vibrant learning community, innovation and acceleration programs, inspiring events and expert workshops and trainings. We are the largest global innovation network worldwide with over 17'000+ members in 100+ Impact Hubs worldwide.

## Why do we need you?

Impact Hub Geneva & Lausanne has grown continuously over the past year with sales and workforce more than doubled. Our goal is to continue to grow while strengthening our backbone structure and processes in the areas of **Finance/accounting and administration**, needed for all team members and projects to thrive. As the *Admin & Accounting manager* you will help us achieve this goal.

## The position

You will be a central contact person to support the different managers and **operate independently** in the following areas:

### i) **Managing Financial and Accounting aspects within the organisation**

- Reviewing departments budgets and supporting the forecasts process
- Managing accounts receivable and financial statements, including invoicing and reconciliation of payments received through various interfaces.
- Managing internal control, checking and processing staff expenses
- Monitoring company day-to-day treasury tasks of organisation, monitoring expenditure, preparing all staff and supplier payments
- Overseeing annual insurance, audit and tax functions, key contact person for the fiduciary
- Developing and implementing accounting policies
- Preparing quarterly and yearly financial reporting of the organisation

## ii) Managing HR and administrative aspects within the organisation

- Preparing employee and internship contract, freelancer and consulting agreement
- Managing full cycle of employment administration aspects (e.g. relevant work permit checking, AVS and insurances, etc), key contact person for insurances
- Coordinating with fiduciaire, preparing and checking payslips
- Supervising incoming and outgoing mail
- Supervising office supplier (photocopying, filing and archiving)

### Who are you?

We are looking for a rigorous and motivated individual with good knowledge and practical experience in financial management.

Must appreciate working in a small and dynamic team and have the ability to build operational systems that scale efficiently.

- You are a detail-oriented and structured person, inspired not only by numbers, but also by organizational and administrative tasks
- You are fast-learning, proactive and aligned with the mission and purpose of the Impact Hub.
- Empathic and communicative personality: fluent in French and English, spoken and written.
- You have professional experience in a similar area of responsibility, with a pragmatic and solution-oriented mindset.
- You enjoy the challenges of joining a dynamic start-up and are aware of what this entails (both the pros and cons).
- Experience with Bexio software is a plus

### Are you interested?

Please apply by sending an email to [accounting.qva-ls@impacthub.ch](mailto:accounting.qva-ls@impacthub.ch) with the subject line “**Admin & Accounting manager application**” before 30<sup>th</sup> June 2020 (deadline) incl. the following: CV, application (selfie-) video of 5-minutes where you explain why Impact Hub Geneva & Lausanne and you in this job are a great match. If you have any questions on the position or the application process we are also available to answer them. Applicants are required to hold a relevant work permit.