

ADMINISTRATION AND FINANCE MANAGER – ACCURE THERAPEUTICS

Accure Therapeutics (<https://accure.health/>), a recently incorporated biotech company based in the Barcelona Science Park, is recruiting its Admin and Finance manager

The A&F manager will be the permanent interface between the CEO and the CFO for accounting, controlling, budgeting, finance and legal matters. He/She will coordinate with all external advisors.

Main tasks include

- Preparing and updating pluri-annual, annual and monthly budgets (essentially cash based); reporting to CEO and preparation of reporting to Board members and shareholders, working closely with the R&D team
- Preparing the timely accounting and reporting processes.
- Recording of invoices to ensure compliance with contracts, budget and timely payment (by CEO), while respecting internal procedures (some of which might need to be formalized or updated)
- Ensure timely production of financial statements and coordinate with auditors to ensure smooth and timely audit. When applicable and if possible, discuss accounting and tax options with management and external parties to ensure compliance with local regulations and prepare for future IFRS compliance
- Be the contact person for the company's bank (covenants)
- Track and record R&D activities suitable for tax deductions
- Coordinating with Corporate lawyers to ensure that all legal requirements are met for the operative company as well as all holding companies. Ensure timely organization of general meetings for all companies.
- Together with Corporate lawyers and management, participate in the legal organization of capital increases or other financing activities
- Coordinating with Corporate lawyers and management to ensure all questions from shareholders and/or Board members are taken into account and responded timely.
- Ensure compliance with local employment regulations for local employees and coordinate with external experts for international employment regulations (for management). Ensure timely payment of all employees and other social organisations
- Together with the Office Manager, ensure compliance with all archiving obligations and suggest/implement improvements to the relevant processes.
- More generally, suggests improvements for all processes implemented or to be implemented in terms of internal controls, etc.

Qualitification

The candidate probably has an accounting background and some experience in controlling. He/She has general knowledge of Spanish corporate tax, corporate law and HR regulations. He/She has been “single accountant” in a small organization

Advanced knowledge of excel is necessary as well as fluent professional English (read, listen, speak). French is a plus.

Ability to communicate efficiently with various persons/entities is an absolute must.

Flexibility and sense of prioritization is key for this assignment as the project (i.e. budget, organization...) evolve on a permanent basis, depending on ability to finance the activities and scientific results from prior decisions.

Prior experience with the biotech or pharma industry is a plus but is not required.

Applicants can send their CV (including references) to rrhh@accure.health