

LIGENTEC is a young and dynamic company located in Lausanne, Switzerland. We are manufacturing Photonic Integrated Circuits (PIC) for customers in high-tech areas such as Quantum Technologies, LiDAR, Space Technologies and Biosensors. LIGENTEC All-Nitride technology enables our customers to develop their products in the industrial revolution 4.0.

We are looking for a(n):

Accounting & Grant Support

Your responsibilities:

Accounting

- Provide accounting support by ensuring accurate recording and tracking of all expenses and revenues, and processing invoices, payments, and receipts.
- Procurement support, preparation and processing of purchase orders, invoices, and other financial documents, as well as overseeing the payment and delivery of goods and services.

Grant Management

- Provide support in preparing grant applications, completing grant proposals, and submitting applications.
- Assist with the preparation of financial reports, budget reports, and grant reports.
- Monitor grant-funded activities to ensure compliance with grant requirements and EU regulations, and provide regular updates to the Grant Manager
- Support the preparation of audits and other compliance reviews.
- Deal with payment distributions to the partners

Your profile:

- Minimum 3 years of experience as a General Ledger accountant and knowledge of French financial regulations and accounting principles
- Knowledge of EU funding regulations is a strong plus
- Strong analytical skills, with the ability to analyze financial data and create reports.
- Strong attention to detail and accuracy
- Proficiency in French and English
- Proficiency in ERP and accounting software
- Capable of working with short deadlines in a structured way
- Team player

Activity rate: 100%

Place of work: LIGENTEC France SAS, Corbeil-Essonnes

Start date: as soon as possible

Sending of applications:

We look forward to receiving your full application using reference 2307-, including 1) your CV, 2) a statement of interest (relating the position to your skills) and 3) work certificates to hr@ligentec.com. Non complete applications may not be considered.

