



Financial Office Assistant

Location: Merelbeke, Belgium

Job description

Ziphius Vaccines is a pharmaceutical company that focusses on the development of RNA-based vaccines and therapeutics.

As a Financial Office Assistant, you will assist our Financial Manager in executing daily financial management to support our R&D projects. In doing this, you will focus on invoicing and financial administrative support. Additionally, you will support onsite staff by owning administrative responsibilities and ensuring that the office is running smoothly and efficiently. You will be working in a young and dynamic environment where collaboration and teamwork are encouraged.

You will be responsible for:

- You will provide general, administrative support to our Financial Manager:
 - Prepare invoices, make payments, upload documents for accountant, interact with accountant, prepare financial documentation, etc.
 - Be responsible for all daily payments, this means checking, recording and tracking all incoming invoices so that they can be scanned, entered correctly and assigned to the appropriate approvers
 - Annotating documents, scanning and archiving, maintaining and sending Excel lists, etc.
 - Drafting and reviewing a limited number of documents based on templates (NDAs, standard contracts, etc.), retrieving administrative/standard information in documents, initiating and supervising signature sessions, etc.
- In cooperation with the Financial Manager and Communications Manager, you will be responsible for:
 - Assist with reporting
 - Creating & Implementing an Employer Branding strategy
 - Analyzing & Assessing our Employer Branding performance through various channels

Preferred qualifications

- You hold a bachelor (or masters) degree, preferably related to office management, finance or accountancy or equivalent by experience
- You have at least 5 years of work experience
- Experience supporting biotech/start-up companies is a plus
- You are highly detail-oriented, pro-active and organized
- You have a hands-on-mentality and willingness to assist others
- You are fluent in Dutch and English, both verbally and written. French is a plus.
- You have excellent organization and planning skills and can efficiently manage tasks and time

What we have to offer

The position is full-time (4/5 contract is negotiable). We offer a market-compliant salary, including an attractive package of fringe benefits. We offer you a pleasant job in a dynamic and fast-growing company, including opportunities for strong personal development within a multidisciplinary environment.

Why Ziphius Vaccines?

Ziphius Vaccines' team consists of a well-balanced, diverse group of people with complementary skills. The team members are united by their common passion for health care and entrepreneurship. Ziphius has a culture of creativity and innovation, supported by its values that include Transparency, Respect, Courage and Integrity.

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A CV as well as a motivation letter can be forwarded by email to HR@ziphius.org.