

## Account Assistant 50%-70%



**FemtoTools part of Oxford Instruments, Materials Analysis is seeking a part-time account assistant to be based in our Zurich office. As an Accounts Assistant, your primary role is to provide support to the accounting and finance department by performing a variety of administrative and accounting tasks.**

### **About us (Materials Analysis)**

Materials Analysis is an Oxford Instruments Business Unit that manages our Electron Microscopy and Mechanical Microscopy products, Atomic Force Microscopes, Raman Microscopes and Benchtop NMR and Nanoindentation Products. Materials Analysis is the technology leader in most of our techniques. We have great people committed to our success and we have a wide global reach and enviable customer base. We collaborate to drive cross technique applications, share leads and best practice to ensure we are maximising our opportunities for success.

### **Team and location:**

We are based just outside of Zurich and have a team of 25 based in-office. This role can be based either from home or the office, though our team members are typically based on-site. This is a part time role based on a 50-70% FTE range.

### **About the role and key responsibilities:**

We are looking for someone who has a high level of finance and administrative skills and additionally the ability to build strong relationships with stakeholders and colleagues locally, and internationally. The role is split into 3 different areas: Accounts Payable, Accounts Receive and 'other admin tasks':

#### Accounts Payable

- Processing supplier invoices
- Propose Cost Centres for supplier invoices
- Ensure invoices are appropriately approved
- Supporting set up of new suppliers
- Paying supplier invoices
- Supplier statement reconciliations
- Employee expenses
- Checking/reconciliation of credit card statements

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### Accounts Receivable

- Raise customer invoices
- Processing customer invoices
- Credit control - sending reminders, chasing customers, processing cash, escalating issues
- Letters of credit
- Bank guarantees

### Other

- Payroll including annual returns
- Pension fund
- Child allowance
- SVA, IV (social insurance)
- EO
- Support Taxes
- Preparing and submitting quarterly VAT returns & making appropriate payment/reclaim
- Supporting with audit

### What we are looking for:

- Previous Accounts Payable & Accounts Receivable experience
- Experience of providing customer-focused, high quality customer care, ideally from having worked in a manufacturing environment.
- Understands all internal and external procedures that are necessary
- Good IT skills, i.e. Microsoft Office Suite.
- Understands all internal and external procedures that are necessary.
- Good communication skills and the ability to quickly build good working relationships with internal and external customers across different continents.
- Numerically adept.
- Professional proficiency in English and Germany

### Selection Process:

Upon applying, you will hear from the Talent Acquisition lead within 72 hours of applying (excluding weekends). Those that are successful at application stage, will be invited to have a 30 minute telephone call with the Talent Acquisition Lead where there will be an opportunity to discuss the role in more detail. After this, if invited to an interview, we'll invite you to have a face-to-face interview where we will learn more about you, and you about us.

### Contact:

Interested to join the team? Candidates with a keen interest are invited to forward their complete application (CV, reference letters, diplomas etc.) by email to: [abby.gelder@oxinst.com](mailto:abby.gelder@oxinst.com)