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To support our extraordinary teams who build great products and contribute to our growth, we're looking to add a **Controller Assistant (a)**, ideally located nearby Hägglingen / AG, Switzerland.

Reporting to the **Head of Finance**, the **Controller Assistant (a)** will be involved with preparation of financial statements, analysis, budgets and forecasts in line with corporate policies, processes and legislative requirements.

## Controller Assistant- 100% (a)

### What a typical day looks like:

- Support the Head of Finance with preparing the monthly, quarterly and yearly financial and management reports;
- Provide ad-hoc support to the Head of Finance in preparing different kinds of analyses and reports;
- Together with the internal Global Business Services team you ensure accurate cost accounting and cost centre reporting;
- Assist the Head of Finance in creating and consolidating documents for budget and 3+ year planning activities;
- Support different business areas and the Head of Finance in preparing investment plans, CAPEX management, sales reports, PnL analyses, customer profitability analyses;
- Collaborate frequently with stakeholders in different areas of the company to gather and process financial data and KPIs for various topics;
- Deputy function within the department.

### The experience we're looking to add to the team:

- A commercial education or training ideally with a focus on finance/accounting or controlling;
- Ideally a finished or active higher education or training (University, FH, Eidg. Diplom, etc.) in finance / controlling;
- Solid professional experience in a comparable position, ideally in a multinational and medical product manufacturing corporate environment;
- Experience with Swiss GAAP – US GAAP would be an advantage;
- Professional C1-C2 German and English are required to be successful in this role.

### Here are a few examples of what you'll get for the great work you provide:

- We operate in a fantastic market – the products we manufacture support millions of people around the world every day in the prevention, early detection, diagnosis, and monitoring of diseases, which represents the true purpose and value of our work;
- We are facing an exciting and very positive growth journey;
- A strong, inspiring, and unique corporate culture;
- A professional and modern working environment with free parking and electric vehicle charging stations;

- Comprehensive onboarding and induction;
- Access to personal and professional development opportunities.

**Please note that our recruitment team is based in Austria and therefore you may be called by an international number (+43..).**

**We look forward to meeting you in person!**

## **Further Information**

Sarah.Hutzfeld@flex.com / Recruiter

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