

JOB OPPORTUNITY

DIRECTOR OF FINANCE & ADMINISTRATION

DIVERSA (www.diversatechnologies.com) is a biotechnology company located in Santiago de Compostela, Spain.

At **DIVERSA** we specialize in the formulation and intracellular delivery of therapeutic molecules, offering them new opportunities to develop into the clinic. Molecules that otherwise would not reach their site of action, can now be delivered to the target with their therapeutic properties intact thanks to our patented delivery technology.

DIVERSA's ambition is to prompt the development of innovative therapies for the ultimate benefit of patients, starting a therapeutic revolution.

DIVERSA offers an open position as Director of Finance & Administration (DAF). This position is a unique opportunity to add value to the growing field of biotechnology in Galicia (<https://www.galiciabio.tech/>) and to develop a professional career in a biotech company projected to be a reference in the sector of drug delivery and nanomedicine.

Position Summary

We are looking for a DAF to support the management team of DIVERSA in a variety of tasks related to the administrative, financial, regulatory, and legal management of the company. The employee must have a great positive mind set and flexibility and tolerance to adapt to changes.

Areas of Responsibility

- Support budget preparation and invoice management for the team.
 - Accounting and Finance
 - Recording accounting entries in accounting software
 - Managing the General Ledger of the company
 - Maintaining balance sheet and profit & loss reports
- Reporting
 - Producing mandatory reports such as monthly, quarterly, and annual financial reports
 - Supporting the analysis of actuals vs. budgets
 - Participating in the elaboration of budgets
- Governance

- Generating information as requested to be incorporating into company official documents such as quarterly reports to shareholders
- Facilitating the signature of official documents such as the notarization of documents for the Board of Directors or for the Shareholders group.
- Administrative duties
 - Supporting purchasing activities
 - Providing other documents as necessary (e.g., as required by Labor Laws and Regulations)
 - Interfacing with banks as necessary
 - Coordination of external audits
- Grants management
 - Participating in the elaboration of budgets
 - Following up on grant-specific formal requirements (publicity, deadlines...)
 - Managing financial justifications (reports, audits, ...)
 - Administrative support to the CEO including managing of complex calendar and execute administrative activities.

Qualifications and Experience

- A university degree in Accounting and/or Finance
- A minimum of 5 years accounting, finance and administration experience
- (familiar with accounting software)
- Experience working in a fast-paced, entrepreneurial environment where decisions are made quickly. Must have a hands-on mentality.
- Excellent communication skills, with the ability to communicate financial and non-financial information to those at all levels internally and externally
- Analytical and thorough approach
- High level of financial and planning acumen
- Diligent in responding to requests
- Multi-stakeholder management skills
- Proficient at using Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Knowledge of relevant Spanish laws and general corporation regulations including employment law and legal areas such as securities
- Knowledgeable regarding financial systems and related web technology / software packages
- Ability to draft memoranda and lead business meetings
- Competent data entry and internet research skills
- Fluency in English and Spanish

Conditions

- Part-time contract in an exciting international biotech start-up environment.
- Flexible schedule working hours to reconcile work and family life.
- Competitive salary.
- Remote and in-person work.
- An interdisciplinary research environment.

If you are interested, please send us a one-page CV to info@diversatechnologies.com (subject: Application for Administrative). Only candidates selected for an interview will be contacted. More info can be requested at the same email.

DIVERSA technologies, S.L., is an equal opportunity employer.