Basel Area Business & Innovation is the economic promotion agency for the Basel Area and the strategic growth partner helping scalable ventures in science and tech to land, launch and level up in the Basel Area – faster, smarter and friction free. We support startups, scaleups, SMEs and global enterprises with expert insight from science and tech specialists, equity-free funding to fuel growth, and end-to-end support tailored to our customers' industry and stage. Serving the cantons of Basel-Stadt, Basel-Landschaft and Jura, our mission is regional growth.

We also manage the Switzerland Innovation Park Basel Area, providing infrastructure and an environment where innovative companies can connect, collaborate and grow.

Do you enjoy combining financial expertise with a hands-on approach? Are you looking for a varied role where you can take ownership, work closely with different teams and contribute to a meaningful mission?

To strengthen our Shared Services team, we are looking for an experienced and proactive

Manager Finance and Controlling 100%

In this role, you will be responsible for finance and controlling across Basel Area Business & Innovation and the Switzerland Innovation Park Basel Area AG. As part of a small, collaborative team, you combine financial expertise with a practical, hands-on approach, ensuring reliable financial management and supporting informed decisions across the organisation.

You work closely with management and business units and provide professional guidance to an Associate Manager Administration and Accounting, who handles day-to-day accounting and administrative activities and supports you across the finance function. This is a varied role for someone who enjoys taking ownership, working independently and getting things done.

Key responsibilities

- Finance & Accounting: Ensure reliable financial accounting for both organisations and actively prepare and coordinate annual financial statements and audits in collaboration with internal and external partners.
- Financial Planning & Controlling: Prepare and coordinate budgets, forecasts and financial plans, monitor financial performance and provide regular reports and analyses to management and business units.
- Business Partnering: Act as a financial sparring partner to management and business units, advising on financial planning, budgeting and controlling matters and supporting informed decision-making.
- Project & Funding Controlling: Monitor project budgets, funding agreements and financial KPIs, identify deviations and follow up on necessary measures.
- Contract & Legal Coordination: Manage and coordinate key partnership, stakeholder and business-related contracts, including preparation, review and monitoring, and collaborate with external legal advisors where needed.
- Processes & Collaboration: Maintain and improve financial processes, internal controls and reporting structures, working closely with colleagues and external partners.

Your profile

- Education in finance, accounting, business administration or a related field, ideally complemented by a relevant professional qualification.
- Several years of practical experience in finance, accounting and controlling, including hands-on experience with annual financial statements under Swiss accounting standards.
- Solid knowledge of budgeting, forecasting, financial reporting and analysis, with the ability to independently prepare and work with financial information.
- A structured, analytical and reliable working style, combined with a pragmatic, hands-on and solution-oriented mindset.
- Strong communication skills and the ability to work effectively with colleagues from different professional backgrounds.
- Very good knowledge of financial systems and Excel; experience with Abacus is an advantage.
- Fluency in German and English; French is an advantage.
- Experience in contract management, project-based or publicly funded organisations is a plus.

Above all, you enjoy working in a small organisation where responsibilities are broad, collaboration is close and everyone contributes hands-on.

What you can expect

- A varied and responsible role with broad exposure to different business areas and close collaboration with management.
- The opportunity to contribute your expertise, shape financial processes and make a direct impact in a purpose-driven, non-profit organisation.
- A small, supportive and collaborative team where people work together and take a practical approach to getting things done.
- An international and interdisciplinary working environment connected to the Basel Area innovation ecosystem.
- Flexible working arrangements, including the possibility to work remotely for part of your working time.

Interested?

We look forward to receiving your application and learning more about you.

Workload:	100%
Location:	Basel, Switzerland
Start date:	As soon as possible or by agreement

Apply here

Please note that our recruitment process is managed using Bloomie, our application support tool.