**Junior Controller (m/f/d)**

Ribbon Biolabs is a venture capital financed, innovative and fast-growing biotech company with locations in Vienna and in Klosterneuburg (IST Austria). Currently, we are looking for a **Junior Controller (all gender)** ready for his next carrier step, who will take care of and maintain all financial activities of Ribbon Biolabs.

In this role you will be part of our international team and report directly to the Financial Director. The position is a unique opportunity to develop your responsibilities and tasks with the company’ exciting growth path.

**Roles and Responsibilities:**

- Preparation of data and statistics as part of ongoing accounting and reporting routine activities
- Prepare and analyze month end closing including the monthly management reports
- Prepare and analyze forecasts and budgets and ad-hoc analysis
- Contribute to continuous improvements of workflows and processes
- Administrative tasks (e.g. document & data management, organizational support)
- Working on various projects and tasks in the field of Finance & Controlling (e.g. Investment Controlling, Benchmarking, Taxes)
- Contribute to project calculation and settlement of funding projects
- General bookkeeping tasks (pre-accounting, preparation of payments, billing, filing etc.)

**Background, experience, and skills:**

- University degree or comparable education in Business Administration / Economics, with focus on Finance or Controlling
- Hands-on experience in Finance or Controlling in industrial environment or as a team member of a tax/audit firm
- Excellent MS-Office skills, above all in Excel, experience with ERP systems is an advantage
- Full command within the theoretical framework of modern controlling and reporting as well as solid understanding of accounting and bookkeeping
- Knowledge of Austrian and international accounting (UGB), tax and labor law is important
- Structured and accurate working style, sound analytical skills with focus on details
- Excellent command of English and German is required, any other language is considered an asset
- Open-minded, proactive personality with the capability to communicate with people from diverse cultures and with different stakeholders
What you can expect if you join our team:

- Full health and social benefits according to Austrian law
- Opportunity to crucially contribute to the development and growth of Ribbon Biolabs within a young, agile and motivated team
- Flexible working hours including Home Office possibilities
- Support for professional training and development
- Relocation support if necessary

By Austrian law we are obliged to specify the minimum salary level by collective agreement, which is *Euro 35,000,- to 40,000,- gross per year*. However, we offer a higher salary adjusted to your experience and qualifications.

**Job type:** Full time (40 h per week).

**Location:** This role is for our office in 11th district of Vienna

**How to apply:**

If you feel motivated being a part of an exciting company and want to contribute your knowledge and experience to an entrepreneurial team you should provide a cover letter explaining the motivation behind the application, and CV to hires@ribbonbiolabs.com.

**Your contact person:**

Maryna Listratenko, MA  
Human Capital Manager  
Ribbon Biolabs GmbH

Considerations of the applications will continue until the position is filled.

Ribbon Biolabs takes data protection seriously. Unless you express otherwise, by submitting your CV you authorize Ribbon Biolabs to store your personal data in its database for the purpose of recruiting process or/and possible future job vacancies. If you want your data to be deleted from our database, you simply need to inform our hiring manager. Ribbon Biolabs will not share your personal data with any other party without your consent.

We are an Equal Employment Opportunity Employer. While focusing on the right set and mix of experience and skills, we value diversity and are highly committed to set up working environment with mutual respect to everyone regardless their race, nationality, religion, gender, age or other characteristics protected by applicable regulations and laws.

*The team at Ribbon Biolabs is looking forward to your application!*