



Finance and Administration Manager (30 - 50 %)

Join us in shaping the future of materials!

We are a fast-growing startup from ETH Zurich pioneering sustainable biomaterials made from microorganisms. We're on a mission to replace petroleum-based additives with high-performance, renewable alternatives. If you're passionate about innovation and want to make a real-world impact, this role is for you.

Key Responsibilities:

- **Finance & Business Planning** – You'll be the go-to person for financial visibility, clarity and transparency:
 - Execute financial operation
 - Analyse and comment on deviations (to plan)
 - Prepare and present financial reporting (MIS with P&L, BS, Cash Flow, Comments) for the Management and the Board of Directors
 - Prepare budget
 - Prepare Cash Forecast
 - Develop strategic business planning and prepare materials for investor updates, fundraising, and public grant application/reporting
 - Coordinate with external accounting partners to ensure compliance with Swiss OR and internal policies and guidelines.
 - Contribute to the development of KPIs and the continuous improvement of internal processes
- **Administration** - You'll be instrumental in shaping how we bring our materials to market and win our deals.
 - Support Commercial Department (from outreach and qualification to pricing and pre-calculations)
 - Collaborate on pricing strategy and value proposition refinement
 - Contribute to the development and execution of the B2B marketing strategy
 - Setup and manage all order administration processes
- **Cross-functional Collaboration** – You'll work closely with the founding team, engineers, and advisors—facilitating smooth information flow and jumping in wherever needed to help the team succeed.

Requirements:



- Bachelor's or Master's degree in Business, Economics, Engineering Management, or similar
- 2–4 years of relevant experience in audit, controlling, finance or business development in fast-paced environments
- Solid track record in managing or implementing financial reporting (P&L, BS, CF), budgeting, and management control
- Strong written and verbal communication skills in English (German is a strong plus)
- Proficiency with spreadsheets and business planning tools
- Experience with the Swiss VAT-, Tax- and Social-Security-System

Nice to have:

- Experience in fundraising
- Exposure to deeptech, materials science, or sustainability sectors
- Familiarity with public grant applications and reporting



Soft skills & mindset

- Entrepreneurial spirit: you're not afraid to take initiative and wear multiple hats
- Strategic thinker with hands-on execution abilities
- Excellent collaboration and communication skills across functions and roles
- Curious, proactive, open to feedback, and eager to learn
- Strong sense of ownership, precision, and accountability
- **Enjoys being part of a growing team and contributing to a positive, energetic company culture**

What we offer

We offer a key role in a fast-moving, purpose-driven startup, working on hands-on projects at the forefront of material science with space to advance your career as we explore new application frontiers. You'll access a powerful network of industry experts, investors, and advisors. You'll enjoy a flexible, collaborative, and inspiring work environment and the support of a motivated team driven by impact and innovation.

Location: Zurich / Greater Zurich Area.

Start Date: To be agreed on

Language: English (German is a plus)

Workload: 30 – 50 %, candidates must be eligible to work in Switzerland

How to Apply

If this opportunity excites you and you believe you'd be a great fit, we'd love to hear from you. Please send your **CV**, a short **cover letter**, and any **relevant references** to paolo@treeless.tech