



Controller (0.8 FTE)

At Surfix Diagnostics we are looking for a proactive all-round Controller to support our multidisciplinary team in developing and marketing our innovative, fast, reliable, and attractive plug-and-play diagnostic platform different diagnostic tests in the oncology market.

As we continue to grow, we are seeking a dedicated individual able to work independently and ready to take up responsibility for Surfix's financial administration. Beyond your wide-ranging finance & control responsibilities, you will be part of the Surfix journey developing innovative healthcare solutions in the fight against cancer.

If you possess a genuine passion for ongoing learning, excellent accounting skills and track record, and are looking for a company with impact, we welcome you to join our team.

What you will do:

Your responsibilities are a mix of controller tasks and financial administrator tasks:

Controller tasks (75-85%):

- Managing all accounting operations including A/R, A/P, GL, fixed assets and inventory;
- Leading the month-end, quarter-end, and year-end financial close;
- Preparing the monthly financial reporting (income statement, balance sheet, specifications);
- Handling accruals, performing balance sheet reconciliations, and preparing financial specifications, as required for financial close and/or for accountant audit ;
- Financial reporting of EU-funded / NL-funded grant projects and customer projects,
- Preparing financial specifications for grant project audits and for the annual financial audit;
- Preparing and filing VAT returns and CBS-reporting;
- Implementing improvement and automation projects (e.g. invoice scanning/ matching);
- Supporting the upgrade of the current ERP package; subsequently becoming the key user of the ERP system;
- Assisting the CFO/Management Team with daily tasks or requests from colleagues, customers, suppliers, or other related parties.

Financial administrator tasks (15-25%):

- Processing incoming invoices, expenses forms, regular payments and project-related payments;
- Preparing, issuing, sending, and following up on customer invoices;
- Processing of bank transactions / statements and credit card transactions;
- Setting up bank transactions and payment proposals for execution;
- Acting as a backup for the office manager.



What you bring:

- HBO/Bachelor's degree in Finance/Control/Accounting;
- Excellent knowledge of MS Office suite (especially Excel) and accounting software (ideally Exact);
- Excellent bookkeeping and accounting skills and track record;
- Experience in the preparation of financial reporting and the financial close process;
- Preferably experience in the financial administration of EU-funded and/or NL-funded grant projects;
- Preferable experience in implementing process improvements and automation initiatives (e.g., invoice automation);
- Experience or interest in working with a small team in an international environment;
- Excellent Dutch and English language skills, both written and spoken;
- You are proactive, detail-oriented, enjoy working with financial figures, and are discreet, communicative, socially adept, and capable of working well in an international environment
- Team player with hands-on mentality;
- Living within a radius of 50 km around Wageningen;
- Availability 32 hours per week.

What we offer you:

- Great team of enthusiastic, international and highly educated professionals who are growing a scale up company;
- An efficient organisation with an eye for innovation and short lines of communication;
- Wide range of activities with plenty of room for own initiatives;
- Great working conditions and terms of employment including company pension plan;
- Participation in the company's Stock Appreciation Rights (SAR) program;

About us:

Surfix Diagnostics is a scale up company that focuses on developing and marketing diagnostic tests for the early detection and monitoring of cancer. Our photonic diagnostics platform combines six state-of-the-art technologies. To make it even more exciting: the platform is so versatile that it can be used for immunoassays and for molecular diagnostics. Any protein or nucleic acid-based biomarker in a liquid biopsy can be detected, provided a suitable bioreceptor to capture this biomarker is available. The core of Surfix's photonic diagnostics platform is a photonic biosensor consisting of a photonic biochip and a microfluidic cartridge both optimized with Surfix's proprietary nanocoatings. The biosensor is used in combination with a dedicated desktop reader. On our website (<https://www.surfixdx.com/>) you can read more.

Surfix is located in Wageningen on the Agro Business Park.

Interested?

Then please send your questions or your CV and motivation letter to the attention of Colin Bartel, CFO, email address: career@surfixdx.com.