



**KETOSWISS**  
FUEL FOR BRAINS

## Head of Finance (part-time) (m/f/d)

Are you a finance expert with an entrepreneurial mindset and skills, passionate about helping make a therapeutic impact on a patient community of about 1 billion?

Do you want to leverage your experience and knowledge to enable the growth of a Swiss startup which introduces a product that will revolutionize brain health?

### About KetoSwiss

We are an innovative and mission-driven **Swiss life science start-up** on a mission to **eradicate all brain-related agony on the Planet**, empowering people to reclaim their life through cutting-edge science and compassionate care. **Migraine**, which is our first focus, is the 3<sup>rd</sup> most common disease in the world, and to this day there is a clear lack of prevention and treatment options. We are here to change that. Founded by a former chronic migraineur, Dr. Elena Gross, we developed a novel medical food product for the dietary management of migraine: **MigraKet**. **The launch of the product will be at the end of 2023 in the US**, and we need to create pre-sales, trials, as well as active sales leads to get the product to the people that need it. At the same time, we want to be compassionate experts and foster a community that feels understood and heard, while helping to raise awareness for the life-impacting effects of migraine.

### Job Summary

As our head of finance, you will be a key player in ensuring that the company achieves its strategic goals and financial targets, especially in the context of the upcoming medical food product launch in the US (MigraKet). **It is a cross functional role with hands-on responsibilities, including overseeing both the Swiss mother company and the US subsidiary.** The position is located in Basel, Switzerland, but hybrid working (home office and office) is possible. This is a part-time position with the potential to turn into full-time post product launch.

If helping patients to overcome migraine and in the future also other neuro-psychiatric diseases such as depression, while working alongside a team of talented, passionate and driven people sounds like you, then come join us and help us make a difference to the quality of life of patients!

### Things You'll Do:

- **Liquidity and P&L Planning (needed for both Switzerland and our US subsidiary):** From near-term to long-term finance planning, exact, daily, monthly and yearly coordination is performed between in- and out-payments for keeping cashflows and liquidity risks in check. For the P&L, good forecasting is paired with transparent and backed-up assumptions. Make data available within the company to enable data-driven decisions.
- **Budget Planning:** Numerous sub-plans for sales, marketing, production and development are derived from this to reveal which activities and projects are to be carried out and which budgets are associated with them. This results in your finance and budget plan. Work closely with our revenue generating teams to ensure up-to-date and accurate revenue projections.
- **Accounting/Controlling/Reporting:** Interface and working closely with the company's accounting service providers and trustees and review / help with the closing of the financial year in terms of



balance sheets, income statements, etc. Provide company management with regular internal reports on profitability and cash flow.

- **US Subsidiary:** Help manage and supervise US service provider, control US banking, accounting, invoicing, Amazon and Shopify, payments to contractors and other financial operations in the US.
- **Fundraising:** prepare and execute capital increases (series A onward), conduct and be sparring partner for due diligence processes of VCs, family offices, and private investors
- **Investor Relations:** serve as single point of contact for investors' requests, provide investors with an accurate account of company affairs in regular newsletters, serve as secretary to the board of directors where you prepare and follow-up on the meetings. Negotiate shareholders agreements and organize matters of company law.
- **HR:** Help set hiring priorities and help or execute recruitment of key employees

### **What You Bring:**

- You have at least 3 years of professional experience in a fast-paced, demanding environments or related financial role in (big) tech or a fast-growing startup (ideally with online B2B/B2C sales) in Switzerland and/or United States (ideally both)
- You bring extensive know-how in financial planning, due diligence, investment contracts, investor relations, financial modeling of business cases and cap table management
- You have an agile, entrepreneurial, resilient and strategic mindset
- You are an all-round talent and can think strategically, process-oriented and analytically, as well as tackling things pragmatically
- We can fully trust in your ability to combine strategic and systematic thinking with excellent operational execution fluency in German and English
- Excellent communication skills
- Leadership experience and a people focused approach
- You are proactive and forward thinking and can anticipate potential problems or dangers to the business before they occur
- You like planning and are organised
- You have legal authorization to work in Switzerland.

### **What We Offer:**

- Competitive salary & ESOP
- The opportunity to make a difference for every person suffering from migraine out there.
- A hybrid working environment with the possibility to work from home up to 50%.
- A dynamic and international working environment
- Potential for a full-time position in the long run
- Swiss and US experience in a growing startup

### **How to Apply**

Please send your **cover letter** and **resume** to [info@keto.swiss](mailto:info@keto.swiss). Applications will be considered on a rolling basis until the position is filled.

KetoSwiss AG is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, gender identity, sexual orientation, age or disability status.

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