



Recruiting a Financial Controller

About Poken:

Poken (www.doyoupoken.com) is one of the hottest start-ups in Europe, with offices in London, Switzerland, and San Francisco. Selling in over 25 countries, your poken is “your social business card”, a cool designed USB device that allows you to share your contact details and social networking profiles like LinkedIn, Facebook and Twitter in real life.

With only limited viral marketing effort, Poken has attracted significant media attention around the world, including being featured in TechCrunch, Springwise, and most recently in an article about “the future of social networking” in Wired Magazine (July 2009), the only new name alongside Facebook, Myspace, Twitter, Flutter and LinkedIn. In a serious boost to our standing in the global Startup scene, Poken won the 2009 TechCrunch Europa award for Best Real World Gadget.

About the Position:

The Financial Controller is a newly created position that will be responsible for the main financial functions within the company reporting to the CFO/CEO. As one of the most critical members of the management team, the emphasis of the position will be on operational activities of the company to help achieve ambitious growth goals.

An ideal candidate is likely a 3-7 years post-qualified management or financial accountant who has managed a team in an international environment. He/she could well be someone who has had responsibility for a small set of territories at multinational FMCG or manufacturing company and is now looking for the main overseeing/doing role. Having previously been responsible for management accounts for a group of businesses, and having accomplished most of the Key Responsibilities listed below, we are looking for a candidate who relishes the opportunity of being part of a highly capable team, energized & driven by the dream of turning Poken into a billion-dollar company. This position is for someone who is willing to put all his energy towards achieving greatness.

Key Responsibilities:

- Management accounting
 - Prepare group management accounts on timely basis, making estimates for data not available

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- Manage balance sheet reconciliations and chart of accounts
- Management accounting and financial accounting interactions
 - As this is a management accounting role, knowledge of financial accounting is important but statutory financial accounts preparation is not a pre-requisite of the role (providing data and assistance is).
 - Liaise with auditors and divide tasks between them and company cost effectively.
 - Understand IFRS accounting legislation, and apply as necessary.
 - Recommending accounting policies to management and confirm acceptability with auditors. Apply tax considerations to actions.
- Production cost accounting
 - Work with production team to account for WIP and stock properly
- Accounting systems
 - Be sufficiently hands on to understand the IT system and have experience of accounting packages.
 - Be prepared to learn a new package in order to implement steps needed to achieve accurate accounts
 - Be prepared to do consolidations in excel
- Assisting employees (senior and junior employees) with running the business
 - Perform analytical review as necessary on data to help other staff be effective
 - Be competent with excel (e.g. vlookups and pivot tables)
 - Liaise with senior management, providing specific analyses on request
- Team development
 - Be able to manage others and be prepared to develop a team as the company grows, understanding the need to introduce segregation of duties and managing costs
 - Assist local teams in setting up the necessary accounting and financial elements of their local functions
 - Travel in order to assist local teams with their finance needs, and to review their processes (internal audit)
 - Manage staff costs
- Control
 - Continually develop the companies expenses policy to manage costs
 - Develop control environment as the company grows
- Personal skills

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- Flexible team player of good nature
- Have demeanor to be respected as well as liked and ensure finance issues that are held as important by others
- Have sufficient presence to get information out of senior managers on a timely basis
- Appreciate that accounting is a discipline that has deadlines and be able to manage his/her time to hit deadlines
- Self-starter and prepared to make recommendations
- Understand the balance between best-practice and what is practical to the business.

The position is based in Lausanne.

Please reply to: cool_jobs@doyoupokemon.com with Financial Controller in the title.