



Santhera Pharmaceuticals is a Swiss specialty pharmaceutical company committed to developing and commercializing innovative medicines to meet the needs of patients living with rare and other diseases with high unmet medical needs.

At Santhera, our people are the driving force behind our success. Our collective loyalty, courage, and resilience set us apart and help us thrive through change as a collaborative team. We create a purposeful workplace where your contribution matters, growth is fostered, and together we make a real impact for those living with rare diseases and for each other.

Come and join our team to contribute to providing treatment options for patients with rare diseases that have a severe impact on the lives of affected children and adults. You can make a difference as:

## Accounts Payable & VAT Specialist

Location: Pratteln, Switzerland (Hybrid)

### Who you are

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You are a detail-oriented and digitally minded Accounts Payable professional with 2–3 years of hands-on experience in invoice processing, payment runs, and VAT compliance within a multinational or shared services environment. You have a solid understanding of core accounting principles and practical exposure to European VAT rules (ideally including Switzerland and EU countries), gained through real operational work rather than purely theoretical knowledge. You are comfortable working with ERP systems (such as SAP, Oracle, or similar) and understand how transactional finance connects to broader month-end and reporting cycles.

Beyond technical execution, you are naturally process-driven and actively interested in improving how things work. You are comfortable working with automation tools (or eager to learn them), including OCR, RPA, or AI-enabled invoice processing solutions, and you look for ways to reduce manual effort and improve accuracy and control. You are analytical, structured, and able to investigate discrepancies with curiosity and persistence, especially when dealing with contract terms, VAT treatments, or cross-border transactions.

You thrive in a collaborative, fast-moving, and evolving environment where priorities can shift and clarity is sometimes built on the go. You communicate clearly in English (German is a nice-to-have), and you are comfortable working in a matrix organization with procurement, finance, and legal stakeholders. Most importantly, you bring a pragmatic mindset, a strong sense of ownership, and the flexibility to grow into broader responsibilities over time as the role and team evolve.

### Scope of Work

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The AP & VAT Specialist ensures Santhera's vendors are paid accurately, on time, and in full compliance with VAT regulations across our Swiss and European entities, while progressively automating the AP cycle to reduce manual effort and strengthen financial control.

## Key Responsibilities

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- Process and verify vendor invoices ensuring accuracy and compliance with agreements and VAT regulations
- Manage end-to-end payment runs, coordinating with treasury and finance functions
- Investigate and resolve invoice discrepancies or issues related to contract terms or VAT
- Support VAT audits and compliance across multiple European entities
- Maintain AP records, perform reconciliations, and support month-end closing activities
- Drive process improvements and automation initiatives leveraging ERP, RPA, and AI tools to reduce manual work and errors
- Collaborate with procurement, legal, and finance teams for contract compliance and payment approvals
- Support international payment and multi-entity VAT requirements, including cross-border transactions

## Required Qualifications & Experience

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- Minimum 2–3 years of hands-on accounts payable experience, preferably within biotech, pharmaceutical, or multinational environments
  - Proven experience managing invoice processing, payment runs, and VAT compliance across multiple European entities
  - Solid knowledge of VAT rules in Switzerland and other European countries, including experience with VAT audits and international tax considerations
  - Experience in resolving invoice discrepancies and ensuring contract compliance
  - Proficiency with ERP systems (SAP, Oracle, Microsoft Dynamics, or similar) and AP automation tools
  - Hands-on experience implementing or working with AP automation solutions, including OCR, RPA, and AI-based invoice processing
  - Ability to analyze invoice data and design workflows for automated approval and payment processes
  - Familiarity with compliance requirements related to data privacy and regulatory standards
- Fluent in English; knowledge of other European languages is a plus

## Required Competencies & Skills

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- Strong analytical, problem-solving, and attention-to-detail skills, demonstrated through efficient handling of invoice and compliance issues
- Ability to work independently and collaboratively in a matrix organization
- Capable of navigating ambiguity, managing competing priorities, and making sound decisions in a fast-paced entrepreneurial environment.

Swiss/EU work and residency permit eligibility

If you are interested in a multicultural, challenging, and innovative working environment and your profile matches our requirements, we are looking forward to receiving your online application in English via LinkedIn or Email, at [career@santhera.com](mailto:career@santhera.com)

**Strictly no agencies:** Recruitment agencies are kindly invited to refrain from sending unsolicited CVs to Santhera.