Accountant / Office Manager - M/F

Diabeloop’s mission is to make technological disruptive innovations accessible to people with Type 1 diabetes. To fulfill this commitment we work every day with families and patients to co-build projects with real-life positive impact.

Born in 2015 out of a medical research project, our company gathers the talents of 50 team members in Grenoble, where the headquarters are located, and in Paris.

Our first product, the DBLG1 System, is an external medical device embedding artificial intelligence to automate insulin delivery. After receiving CE marking in November 2018, we are now focusing on a progressive commercial roll-out in Europe.

In order to support this strategy and the ever growing interest around Diabeloop and its solutions we are looking for our accountant / office manager in charge of our Paris office.

Within the finance & administrative team you will:
- Liaise with our chartered accountant firm to ensure proper log of accounting transactions (sales, expenses, payroll, factoring etc), control supplier accounts and expenses. Role will evolve as the company grows.
- Care for the Parisian office of Diabeloop and as such organize and supervise all of the administrative activities that facilitate the smooth running of the office, carry out a range of administrative and IT related tasks.

The candidate should demonstrate:
- A minimum 3 years of experience in accounting
- A BSc in Accounting, Finance or relevant degree/experience
- Excellent communication skills (both oral and written) in English and French
- Understanding of information systems and drive to make the most out of them
- An ability to work both autonomously and in teams
- The motivation to take initiatives and take responsibility for allocated tasks
- A strong capacity to solve and get around problems
- Excellent relationship skills with a strong sense of service
- Knowledge of type 1 diabetes is a plus

Location: Paris
Type of contract: full time, permanent
Starting date: ASAP
Compensation and benefits: depend on the profile
Contact: recrut@diabeloop.fr
Please find more informations on our website: www.diabeloop.com