Part-Time Grants & Finance Administrator (m/f/d)

in St-Sulpice (close to EPFL), Vaud, SWITZERLAND

Are you eager to make an impact on the future of laser sensing and telecommunication and be part of a dynamic start-up at the forefront of technological advancement? We are looking for an experienced part-time grants & finance administrator.

The Company

DEEPLIGHT SA is a growing deep-tech startup based in St-Sulpice, Switzerland. We develop cutting-edge photonic technologies with applications in sensing and communications. Located near EPFL, we thrive at the intersection of science, innovation, and entrepreneurship, with a mission to transform research breakthroughs into real-world impact.

The Role

We are looking for a part-time **Grants & Finance Administrator** to help us manage our EU and InnoSuisse grants. You will play a key role in ensuring compliance with funding requirements, tracking project spending, and coordinating with our business operations assistant and our fiduciary partner. This is an exciting opportunity to contribute to the financial backbone of a high-tech startup while working in a flexible part-time capacity.

What you'll do

- Monitor EU and Innosuisse grant agreements and ensure compliance with funding rules.
- Track project spending against budgets and flag variances.
- Collect and organize documentation to support eligible costs.
- Coordinate with our fiduciary to ensure proper booking of grant-related expenses.
- Prepare draft financial reports for submission to funding agencies.
- Maintain well-structured, audit-ready records.

What we're looking for

- Several years of experience with public funding programs (EU Horizon Europe, Innosuisse, etc).
- Familiarity with accounting principles and financial reporting.
- Strong organizational skills and attention to detail.
- Excellent financial software skills (Excel, etc.)
- Ability to work independently and communicate effectively with both technical teams and fiduciaries.
- English and Basic French required; German a plus.
- Based in Switzerland or the EU; proximity to Lausanne/EPFL area preferred.

Workload & Flexibility

- Part-time (approx. 20–40% FTE, flexible).
- This role is a 6-months fixed-term contract, with a possibility to become a permanent role based on results.
- Hybrid role, at minimum 20% (two half days per week) in our offices in St-Sulpice, in case of a higher percentage work the remaining 10-20% may be performed remotely.

Join us

At DEEPLIGHT, you'll join a passionate team at the forefront of photonic innovation. You'll enjoy flexibility, autonomy, and the chance to shape processes in a startup environment, all while helping cutting-edge science succeed with strong financial management.

Activity rate: 20-40%.

Start date: As soon as possible.

Application

Please submit your application by filling out the form at the following link: 🔗 application form Switzerland

*****Only candidates with Swiss, EU, or EFTA citizenship will be considered.*****

- We are a small team fully committed to addressing all business requirements. Consequently, the review and interview process may take some time. Thank you in advance for your patience and understanding.
- Rest assured that if your background and experience meet the requirements of the position, we will reach out to you. If not, please accept our apologies for not being able to respond to all candidates.