

AWE Schaffhausen is a full-service agency for marketing and design. Our clients receive solid communication solutions built on contemporary design and advanced 3D technologies.

We primarily serve companies operating in industrial sectors or dealing with products and topics that require extensive explanation. We have pursued this work with passion since 1999 and also run a small co-working space that we rent out to other creatives.

We are now sharpening our focus on the 3D segment – namely 3D visualisations, animations and interactive solutions for forward-looking marketing.

To complement our team, we are looking for someone who loves working with numbers as much as we love working with design and content, allowing us to dive fully into our projects while you take charge of invoicing, postings and financial statements. We look forward to welcoming you as our

Number-Tamer (a.k.a. Accountant)

20 to 40 %

In this role you will be responsible for our billing and debt-collection processes, handle all accounting tasks—including cash-flow monitoring—and maintain contact with our fiduciary partner. In short: you ensure that our figures add up and you develop workflows that make dealing with our numbers and tools easier for all of us.

Your profile – our ideal candidate brings:

- Completed Swiss commercial apprenticeship (EFZ), ideally with further training in accounting, or equivalent accounting experience with Swiss specifics gained abroad
- Strong quality awareness and a precise working style
- Committed, proactive attitude
- Genuine affinity for digital tools
- Fluent German and good English skills
- Enjoyment of a creative environment and working within a compact team

What we offer:

- Virtually complete flexibility in working hours (aside from our weekly meeting)
- Home-office at any time (while appreciating your presence on-site as well)
- Modern holiday policy
- An unconventional role with a high degree of personal responsibility
- Flat hierarchy and short decision paths
- Future-oriented subject matter and exciting clients

Are we a match?

If you're seeking a part-time position offering plenty of freedom and flexibility—if you value a team that needs you as an essential part of the whole and, despite our compact size, leaves room for your development—we might be the perfect fit.

Let us hear from you—send your application or any questions to manpower@awe-schaffhausen.ch