



INTERNATIONAL MATCH
THE PROFESSIONAL FIT

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FINANCE ASSISTANT

Holland – 16/05/2013

SUMMARY

We are looking for an Accountant – Finance Assistant for main offices in Amsterdam Zuid Oost.

Participates: in: Accounts payable, Accounts receivable, Cash Management, General ledger, Stock Inventory and Cash Movements.

Dutch, English and German knowledge desirable.

Minimum 3 years experience in similar role. Full time job.

COMPANY DESCRIPTION

International Company with offices and sales points in all Europe.

JOB DESCRIPTION

Accounts Payable

- Checking and finalizing the creditors invoices ledger in the Finance system

Accounts Receivable

- Checking and finalizing the debtors invoices ledger in the Finance system

Cash Management

- Input and process the creditors payments
- Upload and bank reconciliation the statements in Open bravo
- Salary & Tax payments
- General Inquires from internal, external, DM and RM

General Ledger

- Monthly month end close report - preparing the P&L and BS
- Update the Fixed Assets and the Depreciation
- General ledger accounts reconciliation
- Explanation on the difference on General ledger account
- Assist the senior accountants on the reporting

Stock/Inventory

- Check the reports with Inventory department
- Preparing the reconciliation

Cash Movements

- Daily checking between Muller and Banks for Kiosk

EXPERIENCE

Minimum 3 years in similar position.

EDUCATION

Accounting and Finance.

LANGUAGES

Dutch, English and German.

SKILLS

MAC and PC. Software and Hardware troubleshooting. Fast learner, good planner, team worker. Autonomous worker, trustworthy, knowledge informatics, electronics, electrics. Good communication skills.

CONTRACT

ASAP. Full time.

SALARY

Aprox 3000 € gross per month.

CONTACT

Send your CV to: Esther Sancho, match@inamat.net