

Assistant Finance Manager

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Company: AmSpec Group

Location: Netherlands

Category: computer-and-mathematical

Job Summary

The employee is responsible for accounting & reporting, accounts payable, and drafting monthly reports (income statement, balance sheet and cash flow) including closing entries (prepaid expense, accrued expenses, invoices to AR). Requires good knowledge of general legislation and tax laws.

Responsibilities

Key responsibilities:

Analyzing needs and data for accounting and reporting activities;

Being a counterpart for all suppliers and clients of the accounting and reporting processes

Performing necessary calculations for accounting purposes;

Ensuring QHSE processes are being followed with their department;

Executing postings in X3 and feeding data in other systems;

Analyzing and interpreting reported data;

Supervises Accounts payable within their scope;

Prepare monthly financial statements.

Reviews budgets and compare to actual performance.

Oversee invoicing and collections.

Requirements

Essentials

Bachelor's Degree, preferably in Accounting / Economics;

Preferably experience in a comparable international (technical) environment;

Fluent in Dutch, English working proficiency required;

Experienced user of accounting programs;

Advanced user of Excel;

Desirable skills/experience/education

Bachelor of Science level or similar (obtained by education and/or experience – MBO+ or HBO);

Minimum of +5 years' experience in a comparable organization and role,

Understanding of Internal Audit principles and SOX-testing;

Proven time management skills and strong attention to detail.

Essentials

Country/Regional team involvement required;

Thorough understanding of the company's business;

Ability to work well with others & independently, without supervision;

Ability to manage a team;

Good organizational, communication, and interpersonal skills are essential;

Candidates must demonstrate excellent verbal and written communication skills in English;

Proficiency in other languages besides English (Dutch, Spanish, Russian, Italian, etc.) is valuable;

Must be numerate and literate, can understand and follow work instructions in a safe, accurate, and timely manner;

Proficient in using various types of computer and planning software (Word, Excel, PowerPoint, Outlook)

Ensures full compliance with the company's Health & Safety, Code of Integrity, and Professional Conduct policies.

Additional Information

Other information

Actively promotes good housekeeping and safe use of equipment.

- This job description should not be construed as an exhaustive statement of essential functions, duties,

responsibilities, or requirements, but as a general description of the job. Nothing contained herein

restricts the company's rights to assign, change or reassign duties and responsibilities to this job at any

time.

- AmSpec is an Equal Opportunity Employer and a drug-free environment.

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