

Finance Manager (Fulltime) based in Leiden, The Netherlands (Head Office)

Our company

ACCUCOMS is a leading provider of sales and marketing services to academic and professional publishers worldwide. Since 2004 ACCUCOMS has acquired extensive expertise in global representation, telesales and business intelligence services to clients ranging from large publishing houses to specialist society publishers. Our multilingual staff and offices are operating in Europe, North America, Latin America, Middle East & North Africa, Asia. ACCUCOMS is specialized in projects aimed at contacting librarians on behalf of publishers interested in boosting their sales, expanding their readership worldwide, and increasing customer retention by means of customer support and training services.

Your contribution

As **Finance Manager** you are responsible for the administrative, financial and risk management operations of the company, to include the development of a financial and operational strategy, metrics tied to that strategy and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

You will report to the President and Founder.

Responsibilities

- Assist in formulating the company's future direction and supporting tactical initiatives;
- Develop financial and tax strategies;
- Manage the capital request and budgeting processes;
- Develop performance measures that support the company's strategic direction;
- Participate in key decisions as a trusted advisor of the president and the management team;
- Manage the accounting, human resources, investor relations, legal, tax, and treasury departments;
- Oversee the financial operations of subsidiary companies and foreign operations;
- Manage any third parties to which functions have been outsourced (mainly payroll);
- Oversee the company's transaction processing systems;
- Implement operational best practices;
- Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package;
- Supervise acquisition due diligence and negotiate acquisitions;
- Oversee the issuance of financial information;
- Report financial results to the president and the management team;
- Understand and mitigate key elements of the company's risk profile;
- Monitor all open legal issues involving the company;
- Construct and monitor reliable control systems;
- Maintain appropriate insurance coverage;
- Ensure that the company complies with all legal and regulatory requirements;
- Ensure that record keeping meets all requirements;
- Monitor cash balances and cash forecasts;

Qualifications

- **Fluency in English** both verbal and written;
- **Proven finance management** track record of 7+ years;

- **Negotiation skills** -Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties;
- **Hold** a degree in accounting / tax law, business administration or similar;
- **Building investors loyalty** – Effectively building productive investor relationships;
- **Communication** – Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message;
- **Building trust**– Interacting with others in a way that gives them confidence in one’s intentions and those of the organization;
- **Initiating action** – Taking prompt action to accomplish objectives; acting to achieve goals beyond what is required; being proactive;
- **Experience** in publishing industry is a plus;

What to expect

Work is executed at our head office in Leiden. We are an informal, international organization. Only in The Netherlands we already have a variety of more than 10 cultures you will work with which makes the work very attractive and educational.

Our office is located in a picturesque old wool factory in the heart of the Leiden city center. Leiden central station is on a walking distance. You will be reimbursed for travel costs. Extensive travel to company subsidiaries may be necessary, as well as for investor road shows.

You will report to Pinar Erzin who is the President and Founder of the company. You will support the President and act as her right-hand in managing the Company’s finances. You will work very closely with her on highly strategical and confidential information.

You usually start between 8.00 and 9.30 AM. Your working hours may vary in certain weeks, especially in the busy periods. You are expected to work overtime when there is more work that needs to be done, commitment is key.

ACCUCOMS offers 25 paid days off a year based on fulltime employment and 8% gross holiday pay.

Next to a good salary, you will be entitled to an attractive management bonus scheme.

You can furthermore expect to be a part of a great team we prefer to call the ACCUCOMS family. We also have a party commission and do fun things together.

Career opportunities

Finance Manager is a senior management position. You will be a key trusted advisor of the Executive Management Team and assist in formulating the company's future direction. You will be expected to have gained extensive managerial experience in previous positions.

Making the move

ACCUCOMS offers you an interesting, independent and challenging position within our company. You will work in an enthusiastic, innovative and motivated team.

For further information, please contact Pinar Erzin at pinar@accucoms.com. To apply for this position please send your resume and letter outlining why you are right for this position to careers@accucoms.com.