

Finance Administrator (Fulltime) based in Leiden, The Netherlands (HQ)

Our company and our search

ACCUCOMS is a leading provider of sales and marketing services to academic and professional publishers worldwide. Our multilingual staff and offices are operating in Europe, North America, Latin America, Middle East & North Africa and Asia.

We are looking for a talented and intelligent administrator who may be a starter or bring along a few years of experience, ready to take their career to the next level. We specifically look for people who are excellent with excel, are analytical thinkers and technology lovers, who want to show their (financial) potential in a casual, no nonsense, fun environment. We are looking for a trustworthy colleague. If you are the right person, we will teach you everything else and make you grow personally as well as professionally.

You can still apply, even if you currently don't hold a finance position, but you are; an excellent general administrator, great with excel and numbers, trustworthy, accurate and fluent in English.

The position is open only for candidates who are already located in The Netherlands. Preferably resident near Leiden.

The official company language is English.

Your contribution

As **Finance Administrator** you are responsible for the execution of administrative and financial operations of the company.

You will report to the President and Founder.

Responsibilities

- Manage third party payroll partners in foreign operations
- Coordinate execution and manage communication with external accountants
- Execute daily financial tasks:
 - Create and send sales invoices
 - Process and pay purchase invoices
 - Process and report expense claims and credit card transactions
 - Track and chase payments
 - Manage bank accounts and transactions
 - Execute monthly and quarterly tax payments
- Any other tasks according to your level of experience and talent

Qualifications

- **Language** - Excellent fluency in English both verbal and written;
- **Track record** - Proven finance administration or general administration track record of 2+ years preferred;
- **Technology** - Deep knowledge of excel, preferably exact-online and affinity with any other relevant applications
- **Communication** – Excellent communication skills and integrity in all communication about confidential and sensitive information
- **Initiating action** – Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being eager and proactive;
- **Multinational aspect** - Understanding and/or willing to learn the international company set-up and multicultural work environment

What to expect

Work is executed at our headquarters 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 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.

You will receive comprehensive on the job training, industry knowledge and information about business dynamics. In a short period after successful performance, you will have a chance to grow into expanded package of tasks and responsibilities. The growth possibilities and phasing will completely depend on your ability to create your own future. You will have the freedom to explore your limits.

Career opportunities

Finance Administrator is a junior position. You will however be treated as a key trusted member of the company and you will be able to earn excellent growth opportunity.

Making the move

To apply for this position please send your resume and letter outlining why you are right for this position to pinar@accucoms.com.