

Purpose

To provide a full range of administrative support to all levels.

Tasks and responsibilities

Finance

- The completeness, timeliness and accuracy of the financial administration.
- The timely and correct preparation and issues of sales invoices.
- Monitoring of accounts receivable, indicate deviations in payment terms and issue of payment reminders to debtors.
- The timely and correct processing of incoming invoices, personnel declarations, credit card invoices, etc.
- Monitoring of accounts payable and ensure that incoming invoices are paid on time and that discount is taken wherever applicable.
- The preparation weekly payment run and other payments.
- Handling queries of accounts payable and accounts receivable regarding payments.
- Administer general PO's.
- Assist with the monthly pay rolling.
- Assist with the monthly figures, annual reports, etc. where necessary.
- Assist with the preparation of (financial) audits.
- Assist with the improvement of departmental working procedures.
- Assist in the development of the corporate administrative organisation and measures for internal control.
- Support the Business Controller in other finance activities, where needed.
- Support the Financial Controller with project control activities
- Support of other departments where needed.
- Responsible for compliance with SCC (VCA) and ISO standards.

Facilities

- Maintain and act as first point of contact for facility relating telephone and lease contracts.

Preferred qualifications

- Mid-level education level 4 degree in Administration, Finance or Economics.
- At least 2 years of relevant working experience in a similar position.
- Good knowledge of compliance with Industry standards and relevant legislation.
- Excellent understanding of figures.
- Experience in MS-Office.
- Preferable Experience in Exact Globe / Synergy
- Good command of the Dutch and English language, spoken and written.

Preferred competencies

Bluestream core values

- Commitment
- Communication
- Client Focus
- Integrity

Functional competencies

- Analysing
- Planning and Organising
- Delivering Results and Meeting Customer Expectations
- Following Instructions and Procedures
- Coping with Pressures and Setbacks
- Achieving Personal Work Goals and Objectives