

Finance Assistant

Purpose

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

Reports to

Business Controller

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.

In the absence of the Finance Assistant, tasks will be undertaken by the accounting officer

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