

## **Dutch Accounting House**

### **Company profile:**

Established in 1994, Dutch Accounting House has its headquarters in Helmond and further offices in Amsterdam and Delft. Our main scope of business includes incorporation of new entity, all-round accountancy and financial administration, all-round tax consultancy, complete salary administration, human resources management, expat services, and consulting services.

To meet the expanding demand of our international customers, we are seeking an enthusiastic financial administrator for our team in Amsterdam and Helmond area.

### **Job title: *Financial administrator***

#### **Job description**

- Book-keeping and VAT declarations;
- Check and correct (sub) administrations;
- Preparation of financial statements and other annual reports (knowledge of Accounting law on reporting);
- Support various administrative tasks.

#### **Minimum requirement:**

- At least 2 years relevant work experience at an accounting department and or an accounting firm;
- Bachelor degree in Finance/Accounting/or Business Administration;
- Experience with accounting software (Profit/Afas/Exact) and MS Office;
- Good in English verbally and in writing is a MUST;
- Willing to receive on-job-training;
- Professional and customer-oriented attitude;
- Excellent Communications skills;
- Have Dutch citizenship or valid resident and work permit;
- Additional language skills is a plus.

#### **Required soft skills**

- Team player;
- Well-organized;
- Proactive;
- Planning skills

#### **Working hours:**

This job is available for both part-time and full-time positions. Minimum 32 hours and maximum 40 hours per week

#### **We offer:**

Competitive salary based on experience and performance.

#### **Interested?**

Please send your English CV and the motivation letter to following address: [info@dutchaccountinghouse.com](mailto:info@dutchaccountinghouse.com).