

## **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 payroll specialist for our office in Amsterdam and Helmond.

### **Job title: *Payroll specialist***

#### **Job description**

- Perform salary calculation for our clients in Locket.nl;
- Provide wage tax declarations;
- Prepare proforma pay slips, wage tax, employer costs;
- Advise our clients with pay rolling matters;
- Support various administrative tasks.

#### **Minimum requirements:**

- At least 2 years relevant working experience;
- Bachelor degree and at least a completed PDL study;
- Willing to receive on-job training;
- Excellent Communications skills;
- Professional and customer-oriented attitude;
- Excellent communications skills in Dutch and English;
- Have Dutch citizenship or valid resident and work permit;
- Additional language skills is a plus;
- Additional experience with payroll for expat in the Netherlands is a plus;

#### **Required soft skills**

- Integrated personality – being able to establish a good relationship with international customers and with colleagues;
- 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).

