

## **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 accountant for our office in Amsterdam and Helmond.

### **Job title: *Senior financial administrator***

#### **Job description**

- Work independently at our Amsterdam or Helmond office or customer locations;
- Accurate financial processing of purchase, sales invoices and bank details;
- VAT and ICP declarations;
- Check and correct (sub) administrations;
- Preparation of financial statements, financial prognosis, and other annual reports (Using knowledge of Dutch GAAP and IFRS);
- Advise international customers regarding administrative processes;
- Support various administrative tasks.

#### **Minimum requirements**

- Five years relevant work experience at an accounting department or an accounting firm;
- Bachelor or master degree in Finance/Accounting/Business Administration;
- Experience with accounting software (Profit/Afas/Exact) and MS Office;
- Excellent Dutch and English communication skill is a MUST;
- Professional and customer-oriented attitude;
- Have Dutch citizenship or valid resident permit;
- Additional language skill 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
- Time management skill

#### **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).