

Financial Administrator

Overview/ Description

As Financial Administrator you will be based in our head office in Capelle a/d IJssel and you will be taking care of the complete financial administration of our German branch. As your main task will be handling the financial administration for Germany, it's important that you are fluent in German.

Location

This job is located in Capelle aan den IJssel in The Netherlands.

Responsibilities

- Checking and maintaining the daily financial administration
- Checking and processing incoming invoices
- Preparing and executing payments
- Debtor management
- Preparing the monthly cashflow overview
- Supporting the Financial Manager with preparing monthly reports
- Assisting in the coordination of external audits

As Finance Administrator, you are a part of the Finance team and you will report to the Finance Manager.

Required Qualifications

As a Finance Administrator you are responsible, accurate and work with integrity. You think in solutions and like working in a team but can also work independently.

- You have an MBO level 4 degree in finance, business administration or accounting
- You ideally have at least a few years of experience as a Finance Administrator or in a similar role
- You have a good knowledge of accounting and bookkeeping procedures
- You have experience in working with an ERP system (Exact Globe would be a plus)
- You are fluent in German and English (both written and spoken)
- Speaking Dutch would be a plus
- You can work well under pressure to meet tight deadlines

To be a successful candidate you are a team player, you have good communication and collaboration skills with combination of great attention to detail. You are also pro-active in your work and have an open-minded personality.

What we offer

- A challenging position in a growing and international organization
- A pleasant, informal and supportive working environment
- Good primary and secondary employment conditions, including a competitive salary based on experience
- Room for personal development
- This role can be part-time or full-time depending on the availability of the right candidate – we're flexible

About Industrial Physics

Industrial Physics is the world's leading test and inspection partner. Operating in over 75 countries and across a family of brands, we've been supporting manufacturers, laboratories, and production lines across multitude of industries for almost 100 years. It's our innate desire to continuously learn, innovate, and better ourselves that allows us to provide the highest quality of products, services, and bespoke solutions.

A job with Industrial Physics allows you to make a real difference. When you build your career with us, you're not only protecting the integrity of the world's leading brands and manufacturers, but you're also having a positive impact on real-life, everyday moments.

Don't miss the opportunity to join our team

Interested in this position, please send your resume along with a cover letter to jobs-ic@industrialphysics.com