Ufficio Eures

RIF. 4653178-(AMERSFOORD-OLANDA)
VALENTINO S.P.A
RESEARCHES: ADMINISTRATIVE ASSISTANT

Based in Amersfoort Area, this Italian company is one of the leader in the fashion Business. An opportunity has now arisen to join its Dutch holding.

The purpose of the role is to assist the Manager, ensuring ledger control and integrity, maintaining and implementing the ledger, providing support on administrative process, maintaining proper books of accounts, implement contacts with external advisors, financial institutions and local administrative offices (chamber of commerce, tax office, etc…).

KEY DUTIES

Ledger and Accounting

- Maintenance of General Ledger
- Reconciliations: payroll, creditors, debtors, fixed assets, etc
- Collaboration on preparation of financial statements and financial reporting

Group Support

- Develop reporting requirements to meet the business needs
- Regular review of systems and processes, implementing corporate instructions, operational efficiency and company secretarial services
- Maintain statutory company registers and documents
- Collaborate in drafting all necessary board and shareholder resolutions
- Provide support to the headquarter's departments

Internal Control

- Maintenance and reviewing of general ledger and fixed assets register to ensure timing reconciliation

REQUIREMENTS

- A BA or higher qualification, with very good technical accounting bookkeeping skills

- Previous experience in preparing monthly accounting and financial reporting, financial statements in compliance with Dutch GAAP and IFRS will be considered a strong advantage

- Previous experience in holding structures or in a similar organization will be considered an advantage

- English is required and is the working language in the office. Italian is an asset, helping in the communication with colleagues in the head-office and in the subsidiaries.

- Excellent interpersonal skills and strong computer skills (SAP and spreadsheets is essential)

- Able to be self sufficient and able to work to tight deadlines

- Proactive and with problem solving oriented

- RAL Euro 30.000-35.000

- Available to start (late) February 2008 / (mid) March 2008

For more information on this position, please forward an up to date version of your **CV** (**in english**) for the attention of :

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