

RECRUITMENT

With more than 3200 employees worldwide, ETS is the world's largest private educational assessment and research organization. Our mission is to advance quality and equity in education worldwide. ETS's assessment tools, such as the TOEFL® tests and the TOEIC® tests, are internationally recognized in the world of Education and Business.

ETS Global BV, whose headquarters is based in Amsterdam, The Netherlands, is currently recruiting a:

Finance and Administrative Assistant

Main duties:

Reporting to the International Financial Controller, your responsibilities will be as follows, but not limited to:

- Processing supplier invoices, expense claims and payments,
- Preparing and posting journal entries,
- Assisting in preparing finance and marketing reports,
- Monitoring the finance administration email inbox, including communication with suppliers,
- Filing and control of supplier invoices and bank templates,
- Assisting in month-end closing and internal/ external audits,
- Assisting in day-to-day accounting and finance related matters,
- Supporting accounts receivable processing, including cash collection,
- Performing balance sheet reconciliations between various branches of the company,
- Office Management,
- Managing incoming and outgoing office post,
- Other ad-hoc activities as required

Education / Job requirements:

- HBO degree required with at least 2-3 years of experience within Finance and/or Accounting Department of an international company
- Finance and/ or Accounting qualifications
- Flexible attitude, attention to detail, no nine to five mentality
- Pro-active, independent and quick learner, ability to determine priorities
- Good computer skills (Microsoft Office with advanced experience in Excel usage)
- Able to work with deadlines (especially during month-end closing)
- Experience with ERP systems, problem solving skills
- Experience of working in international environment and effective communication with colleagues located around the world
- Travel: occasionally to Paris office
- Dutch and English - excellent verbal and written communication skills in both languages; French - plus



GLOBAL

A subsidiary of Educational Testing Service

More information:

Workplace: Amsterdam Zuidas (World Trade Center)

Contract: Full time, 1 year with possibility of extension

Benefits: Compensation for travel, medical and lunch expenses.

Starting date: ASAP

If you want to apply, please send your CV and letter of motivation to recruitment@etsglobal.org