

Datadobi – Financial Assistant 4/5

Job Description:

Key Responsibilities:

- Manage the end-to-end outgoing invoicing process.
- Prepare intercompany invoicing, including coordination with internal and external accounting stakeholders and reconciliation of incurred costs.
- Follow up on approvals of incoming invoices and prepare payment runs.
- Monitor payments with international partners and provide accurate and timely cash flow updates.
- Review and reconcile expenses against payments to ensure accuracy and compliance.
- Report monthly personnel costs to the accounting teams of group subsidiaries.
- Prepare forecast and cash flow budgets.
- Collect and prepare all accounting documentation required for monthly VAT filings, which are handled by an external accounting firm.
- Coordinate and communicate with accounting teams in support of annual audits.

The successful candidate's required skills and experience:

- Bachelor's degree in business administration; candidates with a 7th-year specialization in Office Administration and Data Management will also be considered.
- Several years of relevant professional experience.
- Proactive, hands-on professional with a solution-oriented and analytical mindset.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines.
- High attention to detail, accuracy, and administrative discipline.
- Ability to work independently while maintaining a structured and proactive approach.
- Excellent command of Dutch and English, both written and verbal.
- Advanced proficiency in Microsoft Office, particularly Excel.
- Experience with Exact is required.
- Knowledge of Salesforce is a plus.

What we offer:

- An opportunity to work in an international environment within a growing and innovative organization.
- A competitive compensation package, complemented by extra-legal benefits, including group insurance, health insurance, meal vouchers, and a company smartphone.

Please submit your CV in English

<https://datadobi.com/>