



## Junior Accounting Assistant

As an Independent Aerospace Service Provider, we offer tailor-made solutions to regional, commercial, and military aircraft.

From supplying parts and offering exchange programs, to component MRO and modification programs, we strive to offer our customers nothing but excellence in everything from engineering to customer service.

Our drive revolves around a single purpose: to keep aircraft where they belong, in the sky.

### The position

The vacancy of Junior Accounting Assistant is a challenging position, in which you have a lot of possibilities for personal development within the finance and accounting work field. Together with your three colleagues, you are responsible for accounts payable and the financial reporting process. Fokker Services is a dynamic company. We are looking for a Junior Accounting Assistant who is able to come along this ride, and sees opportunities to improve our processes and who can implement improvements independently.

Currently, Fokker Services experiences several interesting developments. One of these developments is our recent acquisition by a new owner. This has come with new chances and challenges and makes us go through a transformation towards a future proof organization. We can use your help with that, which is why we are looking for an enthusiastic and pro-active financial professional to join our team.

### Your responsibilities

The position of Junior Accounting Assistant is among other things responsible for:

- Preparing, checking and executing the payment batches from our ERP system and releasing them timely in the online bank system;
- register the accounts receivables and payables in the ERP system and reconcile bank statements with the general ledger;
- an accurate and timely monthly VAT declaration;
- managing and accounting of the administration of a sister company (NH Industries);
- maintenance of the financial function in the ERP system. This consists of resolving the errors and answering questions from colleagues about the financial process.

Next to these responsibilities, you are working together with your colleagues in the team in the following areas:

- Accounts payable administration; recording purchase invoices with the correct approval levels and answering questions from several stakeholders in the purchase process;
- financial closing process: you perform supporting tasks in the month end process where you for example book accruals and calculate and reconcile balance sheet positions and so on;
- creating several reports and reporting tools for the different stakeholders in the company;



- with audits, projects and ad hoc exercises you can always help the team as well with collecting information and answering questions.

### Your profile

We are looking for someone who:

- Has a Bachelor in Finance (Accountancy, Finance) with a maximum of 2 years working experience;
- flexible, ambitious and eager to learn;
- analytical (you are able to understand bookings and see the bigger picture);
- available for at least 32 hours a week, but by preference 40 hours a week;
- has very well developed spoken and written skills in Dutch and English.

### Location

The main office of this position is Hoofddorp. Of course, we will be working from home as long as the government advises us to.

### Who are we?

The team consist of three colleagues: the Accounting Supervisor, an Accounting Assistant and a Financial Transaction Processor. It is a small but closely working team, in which we always help each other.

This is very common within Fokker Services. We are a close working community who are very passionate about the iconic Fokker firm. Next to that, we are working in an international environment, which requires close contact with our offices in the United States and Singapore. You will be working with many responsibilities in a very interesting position with lots of development possibilities.

### What do we offer?

The CAO Metalektro applies. This consists out of the following:

- A competitive salary;
- when working fulltime (40 hours), you have 40 days of leave (holiday days and ADV days) per year;
- career opportunities;
- a lot of professional, personal growth and freedom.

### How to apply?

This position is published internally and externally. You can send your cover letter and resume at the latest May 16 2021, to Marleen van den Breevaart, Accounting Supervisor, [marleen.vandenbreevaart@fokker.com](mailto:marleen.vandenbreevaart@fokker.com).