



## Financial Accounting Assistant

### Hoofddorp

Fokker Services is an independent aircraft service provider. We offer custom-made solutions to regional, commercial and military airplanes. We provide aircraft parts, offer availability programs for components, provide maintenance and offer modification programs. We strive to deliver the very best to our customers from engineering to customer service.

Within Fokker Services, we have a clear focus, namely to keep airplanes there where they need to be: in the sky. Since April 1<sup>st</sup> 2021, we have a new parent company, Fokker Services Group BV, which offers exciting opportunities. The coming years will be about growth and innovation and we need you to be a part in this.

#### The position

The vacancy of Financial Accounting Assistant is a challenging position, in which you have plenty of room for personal development within the finance. You will be responsible for the financial reporting process and will also support some other transaction processing. Fokker Services is a dynamic company. We are looking for a colleague who will join us on this journey, and sees opportunities to improve our processes and who can implement improvements

#### Your responsibilities

The position of Financial Accounting Assistant is responsible for:

- Register the accounts receivables and payables in the ERP system and reconcile bank statements with the general ledger in order to fill and analyze the cash flow forecast;
- Financial closing process; you perform supporting tasks in the month end process for example you book accruals and calculate and reconcile balance sheet positions and so on;
- Creation of reports and reporting tools for the different stakeholders in the company;
- An accurate and timely monthly VAT declaration;
- Maintenance of the financial function in the ERP system.

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

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:

- is a finance professional with a bachelor degree in finance or accounting with a maximum of two years of relevant working experience, who is ready for the next step in his or her career;
- Flexible, ambitious and eager to learn;
- Analytical (you are able to understand bookings and see the bigger picture)
- Excellent communication skills to speak with different departments within our organization
- Available for at least 32 hours a week, but preferable 40 hours
- Has very well developed spoken and written skills in Dutch and English.

**Location**

The main office of this position is Hoofddorp. We are currently working from home and the office in a 50/50 period.

**Who are we?**

We work in an international environment, which requires close contact with our offices in the United States and Singapore

**What do we offer?**

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

- A competitive salary
- When working fulltime, 27 holiday days and 13 ADV leave days per year
- Career opportunities
- A lot of professional and personal growth

**Want to apply?**

This position is published internally and externally. You can send your cover letter and resume at latest October 31 2021, to Marleen van den Breevaart, Accounting Supervisor, [marleen.vandenbreevaart@fokkerservices.com](mailto:marleen.vandenbreevaart@fokkerservices.com).