



WE ARE
HIRING



FINANCE ASSISTANT

(0,5 FTE)

As a Financial Assistant, you will play a key role in assisting the Finance team with a variety of financial tasks. This position offers the opportunity to work within a prestigious environment while gaining valuable experience in the finance sector

MAIN ROLE & RESPONSIBILITIES

- Maintain accurate records of financial transaction
- Process invoices and receipts in a timely and efficient manner
- Provide general administrative support to the Finance department as needed

ESSENTIAL SKILLS & REQUIREMENTS

- Certification in accounting
- Proven experience in a financial role
- Proficient in Microsoft Office, particularly Excel. Experience with accounting software Twinfield and Basecone is a plus
- Strong attention to detail and excellent organizational skills.
- Ability to handle sensitive information with discretion and professionalism.
- Fluent in English and Dutch.
- Strong communication and interpersonal skills.
- Ability to work both independently and as part of a team.

To apply, please send your resume and cover letter to hr@baoase.com.