

Vacancy

FINANCIAL ADMINISTRATION OFFICER



We are immediately looking for an enthusiastic and motivated full-time Financial Administration Officer to join our Accounting team. Are you bold, decisive, structured and accurate? Then we would like to meet you!

As an Administrative Officer, you will be responsible for accurately processing financial data in SAP. You are also the business card of the company by receiving customers at the counter, first-line telephone contact and calling debtors about outstanding invoices. You also ensure optimal processing of incoming and outgoing mail.

This vacancy is run from our head office in Vogelwaard (NL). Working hours are Monday to Friday from 08:00 to 17:00.

Tasks:

- Entering all bank statements of multiple companies into SAP on a daily basis, both for the Netherlands and Belgium;
- Preparation and internal distribution of an overview of payments received from debtors;
- Processing and posting purchase invoices in SAP for both the Netherlands and Belgium, regarding cost invoices and invoices with a logistic flow;
- Processing all incoming mail on a daily basis;
- Taking care of processing outgoing mail;
- Preparing automatic payments from SAP;
- Tracking and adjusting various foreign exchange rates in SAP;
- Prepare and process monthly revaluations in SAP;
- Maintain various statements and specifications in Excel;
- First-line contact;
- Telephone contact with debtors;
- All other occurring administrative and support work.

Job requirements:

- A completed MBO education in an administrative field, complemented by several years of
- experience in a similar position;
- Knowledge of and experience with administrative processes and the set-up of a business administration;
- Knowledge of and experience with SAP and Excel;
- Command of Dutch and English language in word and writing;
- Highly accurate and independent;
- Representative and flexible;
- Excellent social and communication skills;
- Living within travelable distance of Vogelwaard.

What do we have to offer?

- An independent and versatile full-time job within an independent and solid company;
- You will be part of an enthusiastic and quality-conscious team;
- Lots of room for creativity and initiatives;
- An excellent salary;
- 25 holidays and 13 ADV days per calendar year;
- Travel allowance of €0.19 per kilometre from 10 km one way;
- Great colleagues in a close-knit team that you can learn a lot from;
- You will work in an inspiring family business with short lines of communication;
- And you can proudly tell during birthdays that you work at the largest independent horseshoe manufacturer in the world!

About Kerckhaert

Kerckhaert is the world's largest independent horseshoe manufacturer. To achieve its leading position, the company has always put its core values first: total commitment to dealers and uncompromising product innovation and quality since its founding in the Netherlands in 1906. Managed by four generations of the Kerckhaert family, the company has always maintained its lead, not only by recognising changes in the market, but also by setting trends for others to follow. The first major change came when, with the advent of the car, the horse was used for sport and recreation rather than a primary means of transport. Kerckhaert was the first to respond to this change, expanding its range of products to meet the needs of the sports enthusiast. Today, with more than 1,500 different models in the Kerckhaert range, and with the continuous introduction of new horseshoes, the Royal Kerckhaert Horseshoe Company remains the leader in the field.

Do you recognise yourself in the above vacancy of full-time **Financial Administration Officer**?

[Then quickly fill in the application form!](#)