

## Junior Assistant Controller (Hoofddorp)

Seafox is an established company in the offshore market in the regions Europe, Middle East, North Africa with professional and ambitious personnel.

In Europe, day to day onshore operations are combined in local companies in the Netherlands, handling the operational organization, and commercial business. Together they service the fleet in Europe.

### FUNCTION DESCRIPTION

The Jr. Assistant Controller will be a part of the Finance Department in Hoofddorp.

You assist the Regional Group Controller and Chief Accountant with general accounting and controlling activities of the company and will be trained by the Assistant Controller who is designated to one or more of the by the company operated offshore units.

### REQUIREMENTS

THE JR. ASSISTANT CONTROLLER TASKS ARE:

- Assists the Assistant Controller in monitoring, reporting and analysing monthly operating results against budget, analyses the revenue and expenditure trends.
- Assists the Assistant Controller in preparing outgoing invoices to clients based on the client contracts.
- Checks tariffs and margins on crew, catering, mobilization, recharge cost and revenue.
- Monitors performance and resolves issues in sub-administration systems such as asset-, contract- and rig administration.
- Explains billing and payment of invoices with vendors and clients.
- Collects, organizes, controls, encrypts and books incoming and outgoing invoices and bank statements.
- Resolves accounting discrepancies with involved parties such as vendors, clients, rig managers and purchasing department.

THE JR. ASSISTANT CONTROLLER REPORTS TO THE:

- Regional Group Controller & Chief Accountant

FUNCTION REQUIREMENTS:

- A combination of the completion of a Bachelor's degree in Accounting, Business administration or the completion of intermediate vocational training (MBO Business Administration - level 4) and one to three years of accounting experience
- Good knowledge of Microsoft Office, ERP Software (preferable Microsoft Dynamics NAV)
- Good communication / reporting / planning / organization skills
- Self-confident & good social abilities
- Work requires willingness to work a flexible schedule.
- Fluent English both verbal and writing
- Hands-on and pro-active attitude
- Has integrity and can provide evidence of good conduct when requested.
- Prefers to work in small teams
- Working part-time is an option

IF YOU'RE INTERESTED:

Please send your application to [recruitment@seafox.com](mailto:recruitment@seafox.com)