

Financial Operator / Back Office Professional

Profile

Taxture (www.Taxture.com) is intending to recruit an experienced Back Office professional. Therefore we would like to invite enthusiastic financial operations specialists to apply for this interesting job opportunity. Someone who is eager to help our organization to become even stronger, while understanding the essence of client relationships and financial operations. Be aware that within Taxture our definition of Back Office operations does include occasional contact with the customer. We are a strong service minded company. In this role you will be responsible for further developing and assisting the finance back-office functions in the likes of CRM, Client acceptance portfolio (CDD), Order2Cash and Procurement. Strong affinity with invoice matching and cash collection, including the necessary reconciliations, is key. You will work closely with our specialist and customers to ensure that we fulfil their requirements to be their vendor, that we maintain the correct and current engagement relationships as well as manage all processes required by our customers to ensure our invoices are accepted and paid. In addition, you will be able to enforce credit control and handle disputes. You will report to and assist the Finance & Compliance Director. This implies that you understand the concepts of a professional service firm, whereby the partners and director expect you to be a sparring partner as well as a driver to make certain that finance and back office operations work as accurate as a Swiss watch.

About Taxture

Taxture is a fast growing multidisciplinary service firm that as of its start in 2009 has been involved in advising its clients on complex international tax matters. After its start gradually the services offerings have been extended, adding tax compliance and audit services. As per 2017 also legal services were added and public notaries have complemented the service practice. The clients of Taxture consist of multinational organizations as well as large family owned companies. The practice has an international character. Although the work climate is informal, advisor teams continuously provide advisory services at the highest levels in order to retain customer satisfaction.

Our expectations of a good candidate

- You have at least 5 years' experience in finance- and back office operations
- You are able to work within two different domains, namely Compliance and Financial ops.
- You have a strong focus on processes and able to create new workflows in an efficient and economic manner
- You will make certain that relevant developments and processes are addressed and put on the agenda professionally
- You manage cash flows accurately and make certain that the entire practice is aware that the cash conversion cycle should be as short as possible
- You are representative and capable, verbally and in writing with clients and other departments in a professional manner
- You have the skills to take the lead in structuring our company document management program
- You are able to self-start and bring tasks to a successful end
- You see it as your personal mission to promptly resolve, or ensure that others resolve, all situations that if left unattended can eventually lead to loss of revenue
- You are able to settle and clear items with a service minded and administrative approach

What knowledge, experience and personal attributes should you have?

- A completed education in finance / business administration at HBO level
- At least 5 years relevant experience in financial operations and back office related activities
- Knowledge and awareness of basic Customer Due Diligence and KYC principles (Compliance)
- Knowledge of Order2Cash and Procurement set-up. Preferable in an AFAS/Profit ERP environment
- Experience in designing and fine-tuning of processes
- Able to flowchart procedures (within Word or Visio) is considered a pre.
- Good communication and problem solving skills
- Being hands-on is key
- Team player and service oriented attitude
- Basic Project management capabilities
- Dutch and English language skills verbally and in writing
- Independent with a focus on doing things in the interest of the firm
- Solid knowledge of Microsoft programs, in particular Excel
- Experience with AFAS Profit 10 or other ERP programs
- Experience of working in a service organization is a considered a pre
- Accurate, integer, flexible and decisive

Our Offer

We offer a package (primary and secondary) of working conditions that are in line with current market. This is offered in a pleasant, informal and collegial environment, including all facilities to do your job in a good and professional manner. Our office is located on the South axis in Amsterdam.

Needless to say that your application will be treated with the highest level of confidence.

Your response

Should you be interested in this opportunity, please send your CV & Motivation to didemt@texture.com