

TRUSTMOORE

Would you like to work as a Junior Financial Account Manager at one of the finest financial services companies based in Amsterdam. Do you want to have a challenging international career where your skills are of great contribution to our clients?

Then you could be the

JUNIOR FINANCIAL ACCOUNT MANAGER

CORPORATE EXPANSION SERVICES

we are looking for!

WHAT WILL YOU DO?

As a Junior Financial Account Manager (JFAM) you work closely with your legal and (senior) financial colleagues of the Corporate Expansion Team in order to continuously exceed our clients' expectations. In this position, you are responsible for managing the financial activities concerning a diverse client portfolio. Further, you will be the first point of contact for your clients and be responsible for a wide range of administrative and financial tasks, such as bookkeeping and preparing statutory periodic and financial reports.

Main responsibilities are:

- Draft balance sheets, profit- and loss accounts and annual reports;
- Execute and maintain financial administrations, databases and other reporting systems;
- Analyze financial and fiscal data to assist with the creation of both financial reports and statements;
- Assisting with the preparation of periodic budgets and cash flow statements;
- Cash management including management of bank accounts and payment instructions;
- Monitor transactions of client companies;
- Maintain an organized planning of work to ensure timely and accurate filing of administrative records;
- Maintain close contact with auditors, tax advisors, law firms, notaries and other external parties in order to obtain the required information for e.g., reporting purposes;
- Perform other finance and administrative tasks appropriate to the role and business requirements.

WHERE WILL YOU BE WORKING?

Working at Trustmoore means working in a dynamic company with great colleagues, an international environment and informal culture. At Trustmoore, we score as a team and our colleagues are on top of their game. Trustmoore is a boutique-style corporate service provider with four lines of business: Fund Services, Structured Finance & Capital Markets Services, Multi Family Office Services and Corporate Expansion Services.

You will be working in the Corporate Expansion Team, and we pride ourselves of working with well-known law firms, tax advisors, banks and notary firms. We want to excel in what we do, nothing more, nothing less. Word of mouth marketing is the best form of advertisement for us.

You will be working in one of the most beautiful areas of Amsterdam, in a chic building within walking distance from the Vondelpark. Our garden is ideal for barbecue gatherings and celebrations. Our office is easily accessible by public transport.

Further you will receive a competitive salary, pension and international career opportunities in our other offices. You can also benefit and participate in:

- TM Academy with soft skills, knowledge and leadership development trainings;
- Regular sport events with your colleagues;
- Interaction with More than 80 international colleagues in Amsterdam and more than 220 colleagues worldwide;

HOW DO YOU FIT IN THE TEAM?

As a JFAM, you work closely with team members of various levels and are capable of managing ad-hoc activities, intensive client contacts and your daily work. In this position, you need to prioritize what is important, have a hands-on and independent work mentality and be able to deal with stress. Having a helicopter view is a pre since you are responsible for financial processes and reporting deadlines for a portfolio of diverse clients. You are proactive, know what you are capable of and possess good communication and organizational skills.

Other relevant qualifications for this profile:

- A minimum of bachelor's degree in Accounting or Business Administration;
- Residing in The Netherlands;
- Min. 1-3 years of relevant work experience;
- Proven knowledge of Dutch accounting standards;
- Fluent in English (verbal and written); fluent in Dutch is a pre;
- Self-motivated and able to work independently and as a part of a team; and
- Strong sense of responsibility.

Do you recognize yourself in this profile? We can't wait to meet you!

If you have any questions about the position or about Trustmoore please send an email to hr.nl@trustmoore.com

ABOUT US

We make success possible. Success for our clients by providing high-quality services, however also success for our colleagues by providing you with personal and professional growth opportunities to help you reach your full potential. Just as we help our clients reach their goals.

The foundation of our success is delivering true value through long term relations. That applies to our clients and colleagues. We are in it for the long run, that creates value for us and for you. This results in a very personal and informal company culture with a healthy work-life balance.

We are proud of that, and we call it being professional in a non-corporate way.



DO YOU WANT TO LEARN MORE ABOUT US?

Check our website <https://www.trustmoore.com/careers/>

By sending in your personal details for this job application, you give your consent that those details will be saved in our database for application purposes. After the termination of your application procedure, we will delete your details from our database. Obviously, we will treat your details with care, with confidentiality and we will not share those with third parties.