



# Administration & Finance Manager

Is multitasking part of your DNA? Numbers pose no problem and you are quick with the books? You have an eye for detail and get things done in time - especially in a fast-paced environment? We are looking for you!

## What's on your to do-list?

### → Accountancy Management

- Analytical booking of invoices (cost centers & cost carriers)
- Checking & executing incoming/outgoing payments
- Budget management
- Input bank statements
- Billing & follow up accounts receivable/payable.
- Preparatory work for closing of the accounts by the external accounting firm.

### → HR & Admin

- Salaries
- Administrative onboarding of new employees
- Organization of bi-weekly team meetings
- Subscription management
- Database management

### → Project Management

- Supporting project & event managers
- Administrative support for grant projects

## What about your superpowers?

- Exact Online & MS Office are no strangers to you
- You have an analytical mind
- You are flexible and dynamic enough to keep an overview in a growing organization
- You have a proven financial admin or assistant experience
- Attention to detail and problem solving skills
- You are communicative, flexible, discrete and have a sense for initiative

And most important, this may sound cliché, but we truly are an awesome team! Whatever challenges or villains cross our paths we manage to conquer! So, a true team player will always get a head start.

## How we will reward you for your strengths?

- A dynamic part time or fulltime job with office in The Beacon (Antwerp)
- Flexible working hours & (home)office days
- Attractive salary with extras based on your experience
- Some stress, a little chaos but lots of fun
- Did we mention our awesome team yet?

## Want to join forces? Let's connect!

Tell us why you would be a great fit for the team and send over your resume to [info@scale-ups.eu](mailto:info@scale-ups.eu). We cannot wait to meet you!