

Administrator

Xeltis is looking for an Administrator to join its finance team. The successful candidate will be responsible for the daily processing of entries in the general ledger. The Administrator will be in close contact with all departments within the company compile accurate and complete financial reports. The Administrator is the Financial Controller's right-hand and the first point of contact for all colleagues and suppliers.

Xeltis is a clinical stage medical device company with the world's most advanced polymer-based platform of restorative cardiovascular devices. Xeltis' devices naturally evolve into living blood vessels or heart valves within the body through patient's own tissue

The company has a young team of 30 employees from all over the world. "Improving patients' lives" is what drives us to work with joy on a daily basis.

Tasks and responsibilities

- Daily processing of entries in the administration (Exact Globe); purchase invoices, expense reports and bank mutations
- Processing of expense reports
- Processing/booking bank statements
- Matching credit card statements to supporting documentation
- Reconciling expense reports to supporting documentation
- Processing changes in the fixed asset register and intercompany transactions
- Preparing payments of purchase invoices and salaries
- Preparing various declarations
- Preparing documentation for the various annual statements and month-end closing
- Preparing VAT tax returns
- Being the first point of contact for suppliers and colleagues for matters of financial administration

Skills and training

- MBO (post-secondary vocational education)
- Accurate and detailed approach to tasks
- Excellent communication skills and a team player attitude
- Independent and responsible approach to own work
- Good command of Dutch and English written and spoken

Offer

Competitive salary

Part-time job with a view to a permanent contract, 16-24 hours per week

We at Xeltis.



INNOVATE

to improve patients' lives



LISTEN

and challenge with respect



GROW

through personal
development



ACT

like owners for a common
goal



Work with
JOY!