

JOB VACANCY

The Netherlands British Chamber of Commerce (NBCC)

The NBCC is a bilateral non-profit membership organization dedicated to promoting and supporting Anglo-Dutch trade and investment and to serving its members' needs. With offices in London and The Hague, the NBCC has a large professional member network in both countries. Large and medium sized companies in all major business sectors, our Premier Members, form the backbone of the organization. To small companies and scale ups the NBCC provides the first point of entry. Membership of the NBCC provides companies with an extensive range of benefits in the areas of: **Representation**, building **Connections** needed to do business, providing **Insights** to capture opportunities, and supplying **Support** to improve existing business performance

The NBCC currently has a vacancy in The Hague for a

MEMBERSHIP/FINANCIAL ADMINISTRATOR

part-time (8-16 hours per week)

The responsibilities of the financial administrator include:

- Maintaining the membership administration of the NBCC;
- Carry out credit control activities;
- Offering assistance to the financial administration of the NBCC.

The suitable candidate will:

- be accurate and have good mathematical skills;
- be fluent in English and Dutch;
- have a good understanding of the Dutch and British business culture;
- be able to work independently in a small team.

It would be considered an extra if the candidate has experience with financial software.

In consultation with the management of the NBCC, the job can be fulfilled at times and days of candidates own preference.

The successful candidate will initially be offered a six months contract with possibility for extension.

For more information, please contact Michiel van Deursen, Director of the NBCC, at +31-(0)70-205 5656.

Interested candidates should forward their letter and CV to mvandeursen@nbcc.co.uk

THE NETHERLANDS BRITISH CHAMBER OF COMMERCE

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