



## Job Vacancy

The NBCC ([www.nbcc.co.uk](http://www.nbcc.co.uk)) is a bilateral non-profit membership organisation dedicated to promoting and supporting Dutch-British trade and investment and to serving its members' needs. With offices in London and The Hague, the NBCC provides the first point of entry for doing business in the Netherlands and in the United Kingdom.

The NBCC boasts a wide professional member network in both countries, forming the backbone of the organisation. 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.

In response to its members' (200) and other businesses needs, it adds value by providing membership services, membership events and consultancy services. To maintain and even further improve the high standards of performance and service established over the years, we are currently looking for a

### **Business Manager (part-time, 19 hours hours per week)**

at the Netherlands office of the NBCC.

The responsibilities of the Business Manager include:

- Maintaining the membership administration of the NBCC;
- Carry out credit control activities;
- Managing the NBCC financial administration (including making bookings in the bookkeeping system and producing quarterly and annual management reports);

The suitable candidate will:

- have experience with financial administration;
- be fluent in English and Dutch;
- have an understanding of the Dutch and British business culture;
- have preferably experience with contracts;
- be able to work independently in a small team.

It would be considered an advantage if you have experience with financial software such as SAGE accounting and/or Twinfield, Excel and CRM systems.

You will report to the Honorary Treasurer of the NBCC.

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 at +31-(0)70-205 5656.

Interested candidates should forward their CV to:

Michiel van Deursen, Director  
E: [mvandeursen@nbcc.co.uk](mailto:mvandeursen@nbcc.co.uk)  
Benoordenhoutseweg 21-23, 2596 BA The Hague, The Netherlands

Further information on the NBCC can be found on [www.nbcc.co.uk](http://www.nbcc.co.uk)