

Assistant Controller

(Full-time – Finance Department - Hoofddorp - the Netherlands)

Seafox is the world's largest offshore jack-up ASV and support company with a global reach spanning Europe, The Middle East & North Africa (MENA), and Pacific Regions. We deliver services to multinational companies in the oil & gas and renewable energy industry. Seafox is an established company in the offshore market with around 700 professional and ambitious personnel.

FUNCTION DESCRIPTION

The Assistant Controller assists the Controller and Chief Accountant with all general accounting, project accounting and controlling activities of the company. The Assistant Controller is designated to one or more of the by the company operated offshore units.

Work location is primarily office based.

THE TASKS OF THE ASSISTANT CONTROLLER ARE:

- Assists in realizing company financial planning and budget-management functions.
- Monitors, reports and analyses monthly operating results against budget, analyses the revenue and expenditure trends.
- Assists in the preparation of annual and semi-annual financial statements.
- Assists in implementing finance, accounting, billing, IT and auditing procedures.
- Prepares outgoing invoices to clients based on the client contracts.
- Checks tariffs and margins on crew, catering, mobilization, recharge cost and revenue.
- Monitors performance and resolves issues in sub-administration systems such as asset-, contract- and rig administration.
- Explains billing and payment of invoices with vendors and clients.
- Performs periodic financial internal audits.
- Collects, organizes, controls, encrypts and books incoming and outgoing invoices and bank statements.
- Resolves accounting discrepancies with involved parties such as vendors, clients, rig managers and purchasing.
- Assists in preparing tax declarations for VAT, wages.
- Plays an important role in IT and process improvement projects at the Finance Department.

FUNCTION REQUIREMENTS:

- A combination of the completion of a Bachelor's degree in Accounting, Business administration or equivalent, 3 to 5 years of accounting experience.
- Experience with: ERP Software, with preference for MS Dynamics NAV2013 and invoice scanning and recognition Software.
- Preference for candidates with experience on IT and Process improvement projects.
- Good command of the English language, both written and spoken.
- Has integrity and can provide evidence of good conduct when requested.
- Prefers to work in small teams.
- You have strong team-player skills adding to your initiative-taking/pragmatic personality.
- You have good communication / report writing skills and an open but result oriented attitude.

DO YOU WANT TO JOIN SEAFOX?

Are you up for the challenge within this young, dynamic and motivated team called Seafox and did you get excited after reading this short introduction? Don't hesitate to contact the HR department by phone at 023-5541313 or send an e-mail to recruitment@seafox.com.