

The **Van Rees Group**, headquartered in the Netherlands, distinguishes itself as one of the leading international suppliers and processors of tea. The core business is worldwide buying in bulk, trading, blending and distribution of tea. The head office is located in Rotterdam. The other 11 offices are located in Canada, United Kingdom, Egypt, Sri Lanka, Vietnam, Indonesia, Kenya, Malawi, United Arab Emirates, India and Russia. In Dongen, The Netherlands, Van Rees operates a modern tea blending, storage and packing facility. In-depth product knowledge, a sophisticated market approach and a global network form the basis for the success of the company. A long history has made the name Van Rees well known and recognised in the tea business.

The Group forms part of Amsterdam Commodities N.V. ([www.acomo.nl](http://www.acomo.nl)), a Dutch listed trading company, founded in 1908 and specialised in food ingredients. Van Rees has a transaction-oriented commercial culture and a strong international character, with respect for other people, cultures and practices as a natural principle. The atmosphere is open, informal and pragmatic.

To complete our Rotterdam finance team, we are looking for a

## Finance Assistant

**strong international working environment and with potential to grow**

You have a broad set of tasks and your daily activities have a strong international character. The Finance Assistant takes care of the administrations of our Dutch entities and is also involved in the administrations of offices abroad, a.o. Dubai. Together with the Accounting Manager you are responsible for the correctness of the administrations. You report to the Accounting Manager and work closely together with the Group Financial Controller.

### Main tasks and responsibilities:

- Joint responsibility for the administrations of Van Rees Rotterdam and some foreign offices
- Perform the complete accounts payable administration
- Handle and enter purchase and sales invoices
- Prepare payments and book bank statements
- Prepare and file the monthly VAT declaration
- Assist in the monthly-/ quarterly-/ year-end closing and reporting (IFRS) including analysis
- Assist in the annual external audit process
- Support in a broad range of other financial tasks including stock counts, check cost declarations, prepare financial overviews for insurance and banks, check sales calculations, etc.
- Take over tasks of your direct colleagues' during holidays

### Candidate profile:

- Secondary vocational education degree (min. MBO-4) in finance/accounting
- 2-3 years experience, preferably in a similar role
- Hands-on, accurate and able to work independently
- Strong analytical skills, eager to learn and with the potential to grow
- Good communicator with an excellent command of Dutch and English, both written and oral
- IT-literate; experience in ERP systems (AX2012) and MS Excel and Word
- All-round team player with developed sense of responsibility

### We offer:

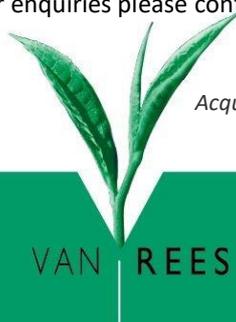
A position with an ambitious and successful organisation, in a strong international working environment and within a young enthusiastic team with room for personal growth and development.

### Please send your application, including C.V., to:

Van Rees BV at [hrm@vanrees.com](mailto:hrm@vanrees.com). For further enquiries please contact Nelleke Hollanders, HR Manager at +31 10 4021777.

**Closing date for applications:** 11 April 2018

*Acquisition induced by this ad will not be appreciated.*



VAN REES

More information about the Van Rees Group can be found on [www.vanrees.com](http://www.vanrees.com)