

## 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.

Despite the challenges of the last 12 months the NBCC has been able to deliver a wide range of services and events. In order for us to continue to develop our membership and services offering we are looking to recruit a:

### **Business Manager (part-time, 24 hours per week).**

At the Netherlands office of the NBCC in the Hague.

The responsibilities of the Business Manager include:

- maintaining the membership administration;
- managing the UK client payroll portfolio;
- managing the services offering of the NBCC (including company formations and company secretarial services);
- managing the NBCC's financial administration which includes the following: processing sales- and purchase invoices, making entries in the bookkeeping system, debtor control activities, managing the NBCC payroll, submitting quarterly BTW- and VAT submissions, producing quarterly and annual management reports for the Board of the NBCC, making all relevant business payments;
- managing NBCC Human Resources matters.

The suitable candidate will:

- have experience with financial administration/bookkeeping;
- be fluent in English and Dutch (both written and spoken);
- have a good understanding of Dutch and British business cultures;
- be able to work independently in a small team;
- have a business minded, "hands-on" mentality;
- enjoy working in a multinational environment.

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 the candidate's own preference. The successful candidate will initially be offered a six-month contract with possibility for extension.

For more information, please contact Michiel van Deursen, Executive Director Projects & Services at +31-(0)6-513 42 536.

Interested candidates should forward their CV and cover note to E: [mvandeursen@nbcc.co.uk](mailto:mvandeursen@nbcc.co.uk) on **3 September 2021** latest. Interviews are planned in the second half September 2021.