

employee of finance

Strong platform for the future — informal international environment — great colleagues
30 or 37 hours per week?
Herning, Denmark

Danish and international bookkeeping assignments ...

... will be the core of your role as employee in finance at Multi Support. Spread across 8 offices in Europe we work in an effective, modern and flexible way. Together with the Head of Accounts who you refer to and work closely with you will be part of the international admin team that binds Multi Support's back office functions together across countries. The actual position is based in our office in Herning, Denmark, where app. 20 of our 70 employees are based. You will experience an informal culture with quality, cooperation, professional pride, sense of humor and dynamic at the center.

Among other things you will be responsible for:

- Bookkeeping (finance, creditors and debtors)
- Preparation and execution of salary for Danish employees
- Accruals, provision and balancing in connection with monthly financial reports
- Balance and report VAT in the different countries
- Various administration and HR related assignments, such as preparation of employment contracts
- Answering enquiries (phone, mail and website)

- Coordination with colleagues, customers and business partners
- Solving various ad hoc assignments

So your job range widely and there will be a good mix between the tasks that have to be dealt with every day as well as tasks that needs to be dealt with as they pop up. Just as there is a mix of tasks and challenges that have to be solved in cooperation with others.

Trained within admin/finance

With you, you bring substantial work experience with salary, accounting and secretarial tasks as well as the mention bookkeeping assignments. IT wise the focus is ASPECT4, MS Office and Danske Bank's Business Online System. We expect that you have strong Excel skills and basically are somewhat of an IT wizard. We take for granted that you are proficient in English.

You thrive on multi-tasking, you are a quick learner and work efficient as well as meticulously. You are a happy and positive person with good communication skills. You keep one step ahead with your personal assignments and thus have an overview of the deadlines you have to meet. Others consider you as responsible, pro-active and easy to work together with. You also know how to handle the confidentiality that comes with a position of trust such as this in a finance department.

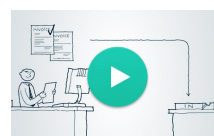
Tempted?

Then mail your application/CV to: job@multi-support.com

We handle the applications in an ongoing basis, so submit your application as soon as possible. Your terms of employment will be negotiated individually and include flextime, online access at home and possibility for pension scheme.

Best in class by 2020

At Multi Support we are in the middle of an ambitious growth strategy that during the next five years will move our company from a well-kept secret to a visible and in-demand optimization partner. Based on our in house developed software platform we are helping even the best companies to utilize their ERP system in an easier and smarter way. Click here and watch a couple of examples of our Smart Process Applications:



Supplier invoices
- the next way



Business output
- the next way

Submit your application and CV to job@multi-support.com.

Have a look at multi-support.com and get an impression of the professionalism we strive at in the communication with and deliveries to our customers.

We make companies more efficient and peoples' life at work easier. Replacing more or less manual procedures involving paper documents, Post-its, spreadsheets, emails, and databases, with easy-to-use software. Our Next smart process applications boost corporate efficiency, scalability, and the personal joy of work.

Serving clients all over the world since 1986, through a network of certified partners and own offices in Switzerland, UK, Germany, Sweden, Denmark, Norway, and Finland.