

# Financial Administrative Associate

Suncom Energy, a young and ambitious company aiming to transform the sustainable energy market, is seeking a motivated financial administrative associate to join our team. As a financial administrative associate, you will be responsible for accurately processing financial data, providing insights on project statuses and budgets, and actively contributing to optimizations in procurement and sales processes. Additionally, you will support administrative tasks related to HR and legal compliance, ensuring smooth operations across these areas. If you have a strong background in finance and an interest in contributing to a dynamic, sustainability-driven company, then please continue reading below.

## *What we offer*

### *Team and company culture:*

- Work in a dynamic and ambitious company where you contribute to a sustainable future.
- Be part of a close-knit team of friendly colleagues in an informal, stimulating environment that fosters collaboration and innovation.
- Enjoy flexible working hours with the option for hybrid work.

### *Compensation:*

- Fixed term maternity cover (1 year) with potential extension based on business needs.
- The opportunity to participate in Suncom, rewarding every colleague for the hard work we collectively do and allowing them to benefit from the growth we experience.
- Possibilities for career advancement by growing with our company, providing a chance to develop yourself and become familiar with various aspects of the business.

## *What we are looking for*

### *Financial expertise:*

- In-depth knowledge of accounting principles and financial analysis.
- Experience with the use of financial software and systems.

### *Legal Knowledge:*

- Knowledge of Dutch and/or Spanish business legal systems is a plus

### *Analytical skills:*

- Strong analytical skills for interpreting financial data and making forecasts.

### *Team player:*

- Ability to collaborate effectively with various teams and departments.
- Ability to adapt to and prioritize changing responsibilities

### *Language skills:*

- Excellent communication skills and proficiency in the English language in both speech and writing.
- Knowledge of Spanish is a plus.

## *Responsibilities*

### *Financial administration:*

- Accurately process financial data, including invoicing and accounting tasks in Exact Online.
- Manage bookkeeping administration in Zenvoices.
- Prepare and manage financial overviews and reports.

### *Legal Support:*

- Review and complete legal documentation for Dutch and Spanish entities.
- Assist in ensuring Suncom Energy remains compliant with legal requirements.

### *Project support:*

- Provide insights into project statuses and budgets.
- Collaborate with various teams to coordinate the financial aspects of projects.

### *Process optimization:*

- Actively contribute to and participate in the improvement of procurement and sales processes.
- Identify opportunities for efficiency improvements within financial processes.

### *HR & Administration:*

- Support the management team with daily operations.
- Assist in hiring processes.
- Provide administrative support for employee changes.

### *Reporting:*

- Create clear reports on the financial performance and progress of the company.

For more info, contact the recruitment team at: [recruitment@suncom-energy.com](mailto:recruitment@suncom-energy.com)