



Saba is a Caribbean Island, and is also the smallest special municipality (Public Entity) of the Netherlands. The island is characterized by its beautiful nature, the volcano Mount Scenery (which is the highest point within the Kingdom of the Netherlands at a height of 887 meters), a particularly beautiful underwater world and its inhabitants.

Saba became a special municipality within the Netherlands after the dissolution of the Netherlands Antilles on October 10th, 2010. Currently about 1900 inhabitants (including several hundred medical students) live on an area of 13 square kilometres on Saba.

This beautiful island is looking for a

Financial Administrative Employee

Work Environment

You will work at the Department of Finance. This department is responsible for the financial administration and financial management of the public entity. The department works intensively together with the other departments towards promoting and ensuring financial integrity, accountability and transparency for the public entity and its citizens.

Description of main duties

- Financial tasks and responsibilities include but not limited to.
- Responsible for the planning and organization, including the professional management of the financial administration.

- Is responsible for and monitors the quality and progress of the financial administration, including the supervision of debtor-creditor and debt collections policy, local levies and approves transactions, changes, and corrections. And makes suggestions for improvement.
- Application management for the financial administration software
 - Responsible for the further development of the use of the financial systems/software and its optimal use, both by the Finance department and by the organisation.
 - Ensures the execution and implementation of multidisciplinary software modules and processes.
- Daily authorization of accounts payable and accounts receivable.
- Daily authorization of bank statements and bank payments.
- Supervises care of cash management and planning (cash policy) and takes care of the administrative completion of teller and vault transactions and cash handling.
- Daily processing of the vault and cashier transactions to and from vault.
- Assisting in interim and annual audit and providing necessary data and overviews.
- Back up Team leader Admin in functional leadership on projects.
- Assists with closure and control of the general ledger and analyses of suspense accounts and accruals.
- Assisting with client related matters (internal/external).
- Assists and Guides AR/AP staff.
- Monitor the accuracy and timeliness of the administration process.
- Assisting in carrying out debt collections policy; writing summons, advising on bad debt, etc.
- Assisting team leader in control of administration and making necessary adjustments and corrections.
- Contributes with financial data for the quarterly, annual, and budget reports and/prepares financial overviews for management.
- Actively works towards the development and improvement of the financial administration.
- Ensures the lawful and correct implementation of laws, policy, regulations within the financial administration.
- Maintains relevant contacts, both internally and externally.

What you offer

Requirements

- HBO Bachelor diploma preferably in Economics/Business/Financial or HBO working/thinking level.
- 3-5 years of experience in financial position/studies.
- Experience in coordinating projects, teams, and tasks.
- Strong computer skills, working with Microsoft.
- A plus is experience with Key 2 Finance.
- Experience in online banking & payments.
- Strong verbal and written English skills.
- Order of good conduct not older than 1 month (VOG can be requested at the Census office).
- Certification and training will be provided by the employer.

Personal Qualities

- Strong communication skills
- Pro-active

- Empathetic
- Positive mindset
- Works well with deadlines
- Used to work with high amounts of work
- Strong on content procedure and relation

We offer

- A competitive salary in scale 9 (\$ 2719 to \$ 3997) depending on experience, skills and competences, (excluding 15.5% allowance, 8.33% vacation allowance and a 13th month, depending on experience, skills and competences.
- A 36-hour working week and a two-year employment contract with the possibility of extension.
- Generous secondary benefits.
- Life on the beautiful and safe island of Saba.
- Also offered is a relocation packet for the ideal candidate traveling from abroad.
- Expatriate arrangement in applicable.

Apply

If you are interested in this position, you are kindly invited to submit your application letter and CV, no later than the Friday the 29 March 2024 to HRM@sabagov.nl. For more information about the position, please contact the manager Finance Ms. M. Van der Kaap - Hassell via e-mail Maureen.hassell@sabagov.nl.