

Finance Support / Office Manager (24 – 32 hours per week)

Arise B.V. is seeking applicants for the role of Finance Support / Office Manager, to be based in their Amsterdam office.

Arise is one of the leading and most trusted investment and development partners for financial services institutions (FIs) in Sub-Saharan Africa. Registered in the Netherlands, with an Operations office based in Cape Town, South Africa, Arise actively invests in and contributes towards the development of the portfolio companies and aims to have a positive impact in Africa and at the same time achieve long term market returns. One of the key focus investment areas is local banks in Sub-Saharan Africa.

The successful applicant will provide support to the Financial Controller in the Amsterdam office and will be expected to take care of the debtors, creditors and bank administration for Arise B.V. as well as contribute towards optimizing the administration, archiving and reporting of Arise.

Duties will also include being the first point of contact for all service providers to the Amsterdam office, management of office supplies, administration of business travel for Amsterdam based staff and organization of official company meetings.

The Financial Support / Office Manager reports to the CFRO.

Main Responsibilities:

- Carry out financial administrative work duties, such as collecting, editing, analyzing and processing all kinds of financial and/or management accounting information
- Processing of invoices, expense claims and payments together with the Financial Controller
- Account for the debtor, creditor and bank administration in the accounting program Exact
- Support the Financial Controller and CFRO in the quarterly reporting process, preparation of the annual accounts and during the annual audit
- Observe and discuss opportunities for improving the financial administration of Arise
- Completion of administrative work duties, such as taking care of leave administration, archiving company documents and contract management
- Manage the daily operations of the office in the Netherlands
- Support the Amsterdam staff with the planning, organization and administration of business trips including visa applications and the setting the agendas
- Coordinate IT support such as registration and follow-up of incidents, maintenance of computer and other office equipment, ordering of hardware and/or software
- Act as a central point of contact for the landlord, local suppliers and the Arise Cape Town staff
- Support the Company Secretary and CFRO with planning and organization of official company meetings (4-5 times a year)
- Control the stock of office supplies

Arise B.V.

Amsterdam

Tel: +31 20 205 2300
Amstelvein 40B
1096 BC, Amsterdam
The Netherlands

Chamber of Commerce No. 647563294

Arise (Pty) Ltd

Cape Town

Tel: +27 21 300 2222
7th Floor, Apex Building, 1 Energy Lane
Bridgeways Precinct, Century City
Cape Town 7441, South Africa

Company Registration No. 2016/224610/07

Qualifications:

- Education/Work and attitude level: MBO (intermediate professional education) with 3-5 years of experience working in an administrative support role in a small organization
- Fluent in English, oral and written
- Technically proficient (advanced) in Excel, Word, PowerPoint
- Basic accounting knowledge
- Knowledge of accounting programs; preferably EXACT
- Ability to plan and prioritize effectively
- Excellent verbal and written communication skills
- High levels of accuracy and attention to detail
- People oriented and results driven
- Experience in project / event management
- Competence to build and effectively manage interpersonal relationships at all levels of the organization

Personal Characteristics:

- Intrinsically motivated by the mission of Arise.
- Energetic, forward thinking, pragmatic and positive mind-set towards the opportunities in Africa
- Flexible and dynamic - self-motivated, results driven with an ability to deal well with change
- Resilience
- Motivation to ensure the highest standards of quality and productivity are consistently maintained
- Invests high levels of energy in work
- Team player

Remuneration:

Market related remuneration package

Applications:

Please submit applications to The Human Resources Manager at catherine.cowling@ariseinvest.com no later than Friday, 23rd of March 2018.

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