

SCOTCH & SODA

Bookkeeper wholesale

Scotch & Soda is one of the most successful Dutch designer labels that are operating successfully worldwide. The young Amsterdam brand has grown within ten years into a thriving business. Scotch & Soda now has 7,000 selling outlets in 26 countries, 30 Scotch & Soda stores, including 11 in the Netherlands and an entire online presence including web shop. Besides the familiar Scotch & Soda Men's line, there is also the very popular Shrunk boys' line, the women's collection Maison Scotch, the Scotch R'Belle line for girls and a denim line called Amsterdams Blauw.

Scotch & Soda is in many ways an unorthodox business where everything revolves around creation, its focus is on the love of design and product quality. A non-hierarchical organizational structure has developed around it; in the design centers that are situated on the Amsterdam canals the same autonomous, passionate atmosphere reigns as in the financial and logistics center in Hoofddorp and in all Scotch stores. Scotch stands for freedom, creativity, responsibility, individuality, courage and intuition. The Scotch & Soda DNA typical Amsterdam: focused on the world from where it takes its inspiration and where its market lays.

We are looking for an experienced bookkeeper to fill a position in our Wholesale Administration department. This is a full-time position at our office in Hoofddorp, the Netherlands.

What will you be doing?

- Coding and entering invoices;
- Coding and booking banks;
- Preparing physical and electronic payments;
- Preparing the VAT, ICS, statistical and payroll tax returns;
- Establishing connections to the current account for the various administrations;
- Registering assets;
- Performing preparatory tasks for the benefit of the monthly closing and year-end accounts;
- Analysing various accounts and suspense accounts and, where necessary, performing the follow-up to their conclusion.

What will be expected from you?

- An MBO-level degree with a major in accounting (such as PDB [*Praktijkdiploma Boekhouden*]);
- Good knowledge of Microsoft Office;
- At least 10 years' experience in a similar function;
- A meticulous, neat and organised demeanour;
- Command of Dutch and English (verbal and written), preferably also a command of German;
- An excellent head for figures;
- An amicable, enthusiastic and flexible attitude;
- Proactive and independent behaviour;
- Good communication skills.

If you are interested in this position please send as soon as possible your CV, motivation letter and a photo to Roos Brandsma: careers@scotch-soda.com