

VACANCY iDNA

Financial Administrator

Groningen, the Netherlands

Profile of the institute

iDNA is a Contract Research Organisation with a focus on early stage lung cancer, as well as related co-morbidities cardiovascular diseases and COPD. Our services range from consulting activities (Health Economics & Outcomes Research), biobank research (validation of AI software on our CT data sets and research into biomarkers in biomaterials) to (implementation of) clinical/research projects; through pilot projects, scale-up programs, and international public-private consortia. We collaborate with multiple disruptive AI, biomarker and pharmaceutical private and public organizations, evaluating and implementing innovative technologies. We are at the forefront of innovation and implementation of lung cancer screening.

iDNA is a fast-growing organization and we do not want to worry about financial administration. That is why we have a great position available immediately in which you can express your passion for numbers. It is certain that we can count on your administrative powers because you ensure that our financial administration is in perfect order with your critical eye. A hard worker who likes to work independently but is not afraid to consult with management/operations, keeps an overview and can handle confidential information. Do you love receipts, invoices, and papers? Then this position is for you!

Position description

The iDNA Group consists currently of 7 legal entities and is growing. We have several joint ventures and close partnerships with other companies. For the day-to-day management of the financial administration, we are looking for a financial administrator.

You are given the freedom to organize your own work and you enjoy tackling different facets of administration. This can be anything. Fixed routine matters that you tackle efficiently and in a structured way or ad hoc matters. What will you do, among other things?

- Processing and sorting incoming mail;
- Accounting;
- Entering purchase invoices and receipts;
- Preparation of sales invoices;
- Debtor and creditor management;
- Bank processing;
- Archiving various documents;
- Contract management;
- Prepare monthly reports;
- Assist in preparing budgets;
- Preparing the annual accounts for the accountant.

Would you like to be involved even more widely? It certainly won't get boring because there are all kinds of other activities to take on, such as payroll administration, VAT (BTW) returns and creating more structure by further streamlining processes and automation, etc.

Requirements

- Good knowledge of accounting
- Experience with an accounting package, preferably Exact Online
- Experience with Microsoft Office 365
- Good communication skills in word and writing, you are culturally sensitive and are able to maintain contact with our (international) stakeholders;
- Pre: familiar with payroll software
- Pre: process-oriented thinking

- English is good in speech and writing;
- You have a positive attitude and the ability to work well in a team environment;
- You can work independently, have the organizational skills to plan and execute your own projects successfully, and adhere to short deadlines and deliverables.

What we offer

- Be part of a young and dynamic team of 25+ people in a fast-paced international environment of implementing complex programs within lung cancer (screening) in which new disruptive ideas are embraced;
- Competitive salary, depending on experience and education;
- 16-32 hours a week with a view to an indefinite contract;
- Flexible working hours: you can arrange working hours yourself in consultation and you will be given the option of working from home partly;
- Development and training opportunities, we believe in lifelong learning

Apply

Please contact us via e-mail or by phone if you have any questions regarding this vacancy. The vacant position is based in Groningen, however working (partially) from a remote location is optional.

In order to apply, please send a recent copy of your CV and a motivation letter of max. 2 pages to Dr. Erik Jippes (see contact details below). The vacancy will be closed once a suitable candidate has been selected. Please apply as soon as possible, but no later than 23-06-2023.

Contact: jippes@i-dna.org