

Finance Administrator

Location: Amsterdam

The APX Group is one of the Europe's most experienced energy exchanges, operating markets for electricity and natural gas in the Netherlands, the United Kingdom and Belgium.

The APX Group facilitates the development of liberalized and integrated energy markets in North West Europe by providing an efficient, transparent and secure electronic trading environment for the trading of electricity and natural gas. Established in 1999, the company provides market data and a range of indices for use by traders, energy suppliers and energy-intensive industries. In 2007 APX Group handled Euro 4 billion of contracts.

APX is looking for a Finance Administrator to support the Finance department. The Finance Administrator is responsible for providing comprehensive assistance in the provision of all accounting to APX Group and is also expected to carry out all financial administration services for the APX Group.

The Finance Administrator will provide assistance to the settlements and reconciliations service for all APX products. Activities include ensuring all weekly and monthly settlements take place in a timely manner, and ensuring that any collateral payments are received in the relevant bank account on a timely basis. Further assistance will be required in monitoring the utilisation of credit limits and ensuring that adequate security is in place at all times.

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Key activities for this role:

- To process all purchase ledger invoices and ensure prompt payments are made including employee expenses.
- To ensure the purchase order process is adhered to across the Group in accordance with Group financial budgets and delegations of authority.
- To input purchase ledger invoices to Exact.
- To manage the administration of the on-line banking software and the document management system.
- To raise ad hoc sales ledger invoices and chase any outstanding debt
- To provide comprehensive assistance to the Group Accountants in the preparation of monthly management accounts.
- To assist in ensuring that all balance sheet accounts reconcile on a monthly basis.
- To generate Preliminary and Final Settlement Statements.
- To generate invoices, self-bills and summary statements for all trading activity.
- To ensure that any collateral interest that is due to Members is reconciled and repaid.
- To update the relevant credit status reports for the receipt of long and short-term security.
- Filing and archiving of APX Group Finance administration

It is essential that the candidate has:

- excellent attention to detail.
- good Microsoft Excel and Word skills (knowledge of Exact preferred)
- excellent communication, analytical and reporting skills.
- a flexible and pro-active approach to work.
- a high standard of IT literacy.
- fluent command of both Dutch and English languages.

Location

APX is located in the World Trade Centre, Amsterdam

Contact

If you would like to apply for this position please send by e-mail your application letter and Curriculum Vitae to, Nicola Brown, HR Administrator, APX Group. E-mail address: hr@apxgroup.com