



De Gruyter Brill is a global leader in scholarly publishing in the humanities and beyond. Combining a rich heritage dating back to 1683 with a forward-looking mindset, our mission is to publish and curate indispensable research that breaks boundaries, builds new bonds, and shapes a better future. Join our diverse and passionate team of over 600 colleagues around the world – and help us shape the future of scholarly communications.

For more information, visit [degruyterbrill.com](https://degruyterbrill.com).

# Financial Administrator (f/m/d)

**Leiden | 100% | As soon as possible**

De Gruyter Brill is seeking a Financial Administrator (f/m/d) to support the Finance Team in Leiden.

## Your tasks

- Maintain accurate general ledger records, including intercompany charges
- Handle monthly and annual closings
- Manage third-party administration and reconciliations
- Oversee fixed asset administration and reconciliations
- Prepare timely reports and VAT returns for various countries.
- Manage project and stock administration, including cost calculation and valuation
- Optimize administrative processes in accounting, fixed assets, projects, payments, and tax returns

## Your profile

- MBO+/HBO level within a relevant field.
- At least 3-5 years work experience, preferably within an internationally operating organization
- Solid knowledge of financial administrative processes, general ledger administrations, taxation and annual accounts processes
- Strong analytical skills and an eye for detail and accuracy
- Good communication skills, both spoken and written.
- Stress-resistant
- Good command of the Dutch (at least B2) and English (at least B2) is required. Additional knowledge of German is a plus

- Proficient in Excel (and other Microsoft Office Programs), knowledge of Unit4 financials is a plus

## We offer you

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Family-friendly working time models, and flexible home office arrangements to support a healthy work-life balance, alongside a substantial vacation allowance.
- Extensive benefits and allowances for a healthy, balanced life
- Development budget and opportunities for training and personal development
- Passionate colleagues in diverse, international teams; joint team events and company parties

At De Gruyter Brill, we are dedicated to diversity, equal opportunity, and building an inclusive culture where everyone belongs. We believe in individual potential, so please apply even if you don't meet every requirement—passion and a willingness to learn matter as much as qualifications. We look forward to hearing from you!

Anja Gaßmann  
People + Culture  
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[Apply Now!](#)

