

## **JOB DESCRIPTION**

### **EXECUTIVE FINANCIAL ASSISTANT, VASS PRODUCTIONS**

VASS Productions AB is Sweden's largest communications agency in beauty, health, lifestyle and an innovative and forward-thinking communications bureau with a strategic and digital focus. The office is centrally located on Grev Turegatan 10 and has fresh and pristine office.

Along with great colleagues in Sweden and Norway you will have the opportunity to develop together with the company in your role as an Executive Financial Assistant. VASS Productions AB offers the right person the opportunity for creative work in an inspiring environment.

### **MAIN RESPONSIBILITIES**

Assists CEO in the general administration of the financial/business functions of the company. Full ownership of invoicing routines and purchase orders, to be reported to CEO. Owns the primary contact with the accounting firm. Typically uses a variety of computer software and systems to perform duties. Normally performs tasks with work priorities and general instructions provided by the supervisor. Exercises judgment in selecting and applying established procedures correctly and in determining when to refer problems to the supervisor.

### **MAIN WORK TASKS**

- Processes and/or oversees the processing of financial/business forms.
- Checks, corrects and maintains a variety of financial and other business records and documents.
- Prepares or assists in preparing various financial or administrative reports.
- Overall responsibility for invoicing and managing clients financial accounts
- Approves and processes requisitions for supplies and equipment.
- Contributes to unit goals by accomplishing related duties as required.
- Help with financial data entry and general bookkeeping
- Manage data, records, and reports by checking for errors and verifying accuracy of information
- Prepare receipts and invoices, etc. for entry into data sheets
- Assist in preparation of financial statements and reports
- Prepare spreadsheets for data entry, including budgets, accounting information, etc.
- Adhere to current accounting/finance laws and regulations
- Assisting with onboarding of new hires
- Assisting with contract administration
- Scheduling of meetings, conference calls and appointments; answering phones, receiving, relaying and responding to internal and external messages and communications
- Preparations of various payrolls.
- Initiate new procedures in accounting/business systems.
- Uphold a strict level of confidentiality

### **QUALIFICATIONS AND OTHER TASKS**

- Assisting the company's different departments in creating a smooth running work place.
- Office administration and buying responsibilities.
- Responsible for vacation schedules and the over-all oversight of the work environment
- Responsible for reviewing contracts of sub-contractors and other legally binding contracts
- Responsible for the companies Data Protection routines and agreements for all clients and partners
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.

- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.

#### KEY COMPETENCES:

- Extensive knowledge in financial accounting
- Thrives in a fast-paced environment
- Great understanding of numbers and budgeting
- Focused on results with an ability to analyze performance against goals
- Ability to create key KPI reports and subsequent recommendations
- Works well individually and as part of a team
- Outstanding communication and negotiation ability
- Problem-solving ability
- Great eye for detail and meticulous in execution of everyday tasks
- Self-going and drives initiative in the office
- Well-organized with multi-tasking skills
- Resourceful
- Legal education and background
- Professional demeanor and excellent customer service skills
- Knowledgeable in basic accounting/bookkeeping practices and processes
- Excellent communicator, both spoken and written
- Dependable, respectful and consistently works to uphold company ethics and standards
- Maintains customer confidence and protects operations by keeping information confidential.

#### FORMAL COMPETENCE:

- University degree or equivalent in finance and legal
- Deep financial understanding – create budgets from scratch and point to development over time and optimize results.
- Ability to prioritize and work in order of most pressing in terms of financial importance.
- Ability to plan and execute operations over time for optimal effect.
- Manage an extensive workload and have tactical ability; must be able to execute even small tasks over time to safeguard end results
- Talented writer and very good knowledge of the Swedish and English language is a key requirement
- Ability of working under strict deadlines
- Deep respect for the company's confidentiality clauses and understanding of their importance
- Able to work independently as well as part of a team
- Eager to contribute new ideas to optimize organizational structures.
- Capable of working with internal and external teams and partners

#### ADDITIONAL

- Skilled in the Microsoft Office program, especially excel
- Masters bookkeeping systems Fortnox and Visma or equivalent accounting systems.
- Skilled in Mac OSx
- Fluent in Business grade English
- Proven project management skills
- Strong commercial acumen

#### EDUCATION

- Completed 3 years university degree or equivalent within the field economics and finance. Master in finance is meriting.

#### EXPERIENCE

- At least 2 years of work experience with financial accounting responsibilities.

#### MARKETING EXPERTISE

- Basic knowledge of communication work strategies, methods and controls

#### OTHER

- Travels may occur in the line of duty.

OFFICIAL TITLE: Executive Financial Assistant

REPORT TO: Kristin Bohman, CEO



VASS PRODUCTIONS

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