

The Bookkeeper will be responsible for setting up and running the Manifesta 9 bookkeeping. He/she will be working under the supervision of the Business Manager and report regularly to him/her

Primary responsibilities

- Paying and recording all accounts and bills for Manifesta 9 for both incoming and outgoing transactions.
- Completing and maintaining all general ledgers in accordance with basic bookkeeping and accounting principles and prepare
- Supervise cashbox reporting by Head of Office
- Deliver bookkeeping to external accountancy office
- Responsible for all payments incl. Salaries and payment/retrieval of VAT and other taxes
- Correcting and reconciling any discrepancies within ledgers, accounts or other financial statements.
- Meeting with Business Manager and to discuss the ledgers and answer any questions.
- Be in contact with external salary office regarding the issuing of salary slips etc.

Essential

- Excellent knowledge of English and Dutch written and spoken
- Experience in working within complex administration systems
- Excellent IT skills (especially Excel)
- Familiarity with management criteria, such as fast pace, efficiency, flexibility and goal orientation
- Strong ability to assess priorities and meet deadlines
- Humour and strong communicational skills are highly appreciated
- Familiarity with the organisation of international cultural projects

Desirable

- Other language skills are highly appreciated
- Familiarity with contemporary art field and exhibition making

Terms & Conditions

The Bookkeeper is expected to work as a freelancer for an overall lump sum starting 1 March 2011 until end December 2012.

The fee corresponds to international standards.

Please submit you applications before: 15 March 2011

For more information please contact:

Manifesta 9

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Manifesta 9

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