



FINANCE & OFFICE MANAGER

The British Chamber of Commerce in Hungary is looking for a new Finance & Office Manager. The ideal candidate is precise, has solid written and verbal English skills, previous experience in finance, ability to multi-task and take responsibility in challenging situations and a strong attention to detail. Our new colleague will be responsible for keeping the Chambers' financial affairs transparent and punctual. Our new colleague will work closely with BCCH Executive Director and Council / Executive Committee (especially with the Chairman and the Treasurer), and is supervised by and reports to the Executive Director. Their duties also include BCCH membership-related tasks. You can find a more detailed description of the duties below:

Finance and administration

- Handle the administrative tasks of the office
- Administering all financial transactions of the office (including invoices, bank transfers)
- Handling the petty cash and its administration
- Keeping ongoing smooth contact with the accountant of the BCCH to provide all necessary documentation for accounting purposes
- Prepare regular financial and membership data report
- Prepare spreadsheets related to membership data, membership fees, payments for the Executive Director
- Preparing various documents in Hungarian and English as and when required by the Executive Director
- Liase with suppliers
- Looking after office supply and maintenance of office equipment
- Providing services to members and non-members occasionally
- Providing support and assistant to the Executive Director on organizing various events
- Representation of BCCH at various events
- Keeping contact and reporting to the British Embassy regarding the British Business Centre
- Providing support and assistance to the smooth operation of the Chamber
- The position reports to the Executive Director

If you are interested in the position and think that you can meet our expectations, please send your CV and cover letter to bcch@bcch.com in English.

Please note that applications without a cover letter will not be considered.