



surfactor Group is a medium-sized company that is successfully active in the chemical industry and has a history of over 75 years. On two production sites in Europe and one in Asia we develop and produce resin impregnated surface coatings for the wood based and automotive industry. With the decades developed expertise combined with the latest technology, we are technology and market leader for unique coating methods worldwide. With about 220 employees, the group has an annual turnover of approximately 80 million Euro. Flexibility and short response times are essential strengths of our company.

For our site in Puhos/Finland, we are looking for a

## Finance and Administration Manager (m/f)

### Your tasks

- Management of all commercial matters of surfactor Finland Oy (turnover approx. 20 million Euro) incl. Finance/Controlling, HR, legal, IT and Procurement.
- Acting as a true business partner in the local and surfactor Group's Management Team
- Main focus lies on the finance role including:
  - > Leading the Accounting & Controllingteam
  - > Performing of monthly closing and reporting as well as yearend closing;
  - > Handling of tax issues in cooperation with tax advisors
  - > Preparation of surfactor Finland's annual Budget planning
  - > Deviation analysis, initiation and controlling of counter measures
  - > Cash Planning and Optimisation of working capital
- Payroll and all HR matters including contracts
- Handling of and communication of work's council issues
- Communication with Head of Group Controlling and other stakeholders at HQs in Germany
- Legal matters
- IT matters especially with regards to the development of the ERP system Microsoft Dynamics NAV

### Your profile

- University Degree or comparable professional education in business administration with focus on Accounting and Controlling
- Minimum of 5 to 8 years working experience preferably at a manufacturing company in an international environment
- Experience in tax, HR and legal matters
- Experience in successfully leading a small organization or team or at least ability to do so
- Excellent IT-knowledge in MS Office applications (Excel) as well as ERP-systems (Microsoft Dynamics NAV or other)
- Fluent in Finnish and English
- Excellent analytical skills and systematic working approach

As a person you are a self-motivated, hands-on Manager with strong commercial and especially financial track record as well as solid leadership experience. You have a confident appearance combined with the ability and motivation in taking over responsibility for the financial development of the company and its employees.

**If you are interested in an attractive challenge with a future – oriented medium-sized company, send your CV or contact details to [personal@surfactor.com](mailto:personal@surfactor.com) or get in touch with Mr. Bruno Klein at +49 5332 92 341.**

