



Job Description | *Financial Controller*

We are seeking a passionate Financial Controller to join our growing team.

1. ABOUT ELTEMATE

We are ELTEMATE – A Hogan Lovells Legal Tech Company. Our goal is to make clients' lives easier by delivering practical solutions to everyday problems. We combine a deep understanding of our clients' legal needs with the speed and innovation of a technology start-up. Our portfolio covers a large spectrum of legal tech solutions including artificial intelligence, eDiscovery, information analysis, regulatory updates, databases, deal rooms, workflow management, case management, document automation, risk assessment, reporting, and apps.

With our headquarters in Amsterdam and branches in Germany, the UK, Singapore, Brazil and the US, we are a truly global team of around 100 professionals. Our diverse and international workforce thrives on collaboration, creativity, and expertise.

If you're ready to make an impact in legal tech and work in an inspiring global setting, we'd like to hear from you.

2. ROLE DESCRIPTION

As an Financial Controller, you play a crucial and central role in the full scope financial management within the organization for all our branches. This is a hand-on and versatile role combining day-to-day operational finance tasks with more strategic responsibilities. You will play a key role in helping the organization reach its next level of financial maturity, by improving insights, strengthening internal controls, and supporting sustainable growth. You report directly to the Chief Financial Officer (based in Amsterdam) and are part of a collaborative Finance team, consisting of two Finance Officers and one Finance Assistant.

3. DUTIES AND RESPONSIBILITIES

Operational:

- Perform and manage the month-end closing process, including preparation of balance sheet specifications and reconciliations.
- Maintain and oversee the general ledger, ensuring accuracy and completeness.
- Manage the full financial administration (accounts payable, accounts receivable, bank, journal entries).
- Prepare and coordinate the year-end closing and assist with the external audit process.
- File VAT, ICP and other tax returns (solid tax compliance knowledge required).

- Oversee and reconcile the payroll administration, in collaboration with HR and external providers.
- Monitor cash flow and prepare short- and long-term cash forecasts.
- Optimize and manage financial processes, controls, and systems.

Tactical / Strategic:

- Prepare and monitor budgets, forecasts, and multi-year financial plans.
- Create financial reports and business analyses to support decision-making.
- Identify financial risks, opportunities, and areas for efficiency improvements.
- Act as financial sparring partner to management and project leads.
- Design and improve dashboards, internal reports, and KPI structures.
- Contribute to strategic projects such as cost control, investment assessments, and growth initiatives.
- Actively support the financial and operational professionalization of the organization.

4. REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

- Bachelor's or Master's degree in Finance, Business Economics or Accounting.
- At least 5 years of relevant experience in a broad, independent financial role.
- Proven experience with: month-end closing, general ledger accounting, tax compliance (VAT, ICP, corporate tax), Payroll processing and reconciliation.
- Familiarity with accounting and reporting software (Oracle) NetSuite.
- Advanced skills in Excel and financial modelling.
- Accurate and analytically strong, with attention to both detail and the bigger picture.
- Proactive and able to work independently in a dynamic / scale up environment.
- Strong communication skills; able to explain complex financial matters clearly.
- Hands-on, pragmatic, and solution-oriented mindset.
- Comfortable with both executional and advisory aspects of finance.
- Ability to manage conflicting deadlines and operate in a fast-paced environment.
- Fluent English-speaking and writing skills.
- Discretion and professionalism when handling confidential information.

5. OTHER PREFERRED SKILLS

- Experience working in a legal and technology-related field.
- Bachelor's (and/or additional non-mandatory Master's) degree in accountancy, finance would be preferred.
- A passion for helping internal teams deliver outstanding service.
- Readiness to learn and adapt to new technologies and tools.

6. OTHER DETAILS

- Full-time (40 hours) or part-time (minimum 32 hours) employee.
- Located preferably in Amsterdam (The Netherlands) other locations are possible (EU) and we can accommodate agile work environments.
- Applicants must already hold a valid work permit for the Netherlands, we do not offer visa sponsorship or relocation support.
- Background screening is part of the hiring process.
- Compensation depending on qualifications and experience.

7. **DISCLAIMER**

ELTEMATE is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, national origin, age, sex, disability, veteran status, marital status, sexual orientation, gender identity or any other characteristic protected by law.

If you are interested, please get in touch with us by sending your resume and motivation at hr@eltemate.com. We look forward to meeting you. Please note: We manage our recruitment in-house and do not work with agencies.