thermagy

Everywhere Energy

Project Administrator | Financial Administration Specialist

Enjoy keeping finances accurate and projects well organised?

We are looking for a hands-on financial professional to support our international team for 20-24 hours a week. This part-time role combines day-to-day financial administration with project administration and support for European funding.

About us

Thermagy develops and produces advanced materials and solid-state devices for power generation. Based in Broek op Langedijk, we serve global markets including Space, Energy, Defence and Security, developing solutions for energy challenges on Earth and in space.We are a growing organisation of approximately 14 FTE, with short communication lines and close collaboration between colleagues. Our international team works with industrial, scientific and governmental partners.

About the role

You will keep our financial records and project administration accurate and up to date. With around 5–10 projects running at any one time, you will maintain an overview of costs, hours and budgets, and help ensure that supporting documentation is complete.

You will work closely with management and project leaders and prepare financial information for the external accountant. For European-funded projects, you will support the financial administration and reporting, collecting the information needed from colleagues.

Key responsibilities

- Maintain the financial administration in Exact, including invoices, incoming payments and payment batches for management approval.
- Prepare VAT returns, regular financial updates and supporting information for the accountant.
- Maintain project records, check costs and hours against budgets, and flag deviations to project leaders.
- Collect financial information and supporting documents for European grant applications and reports, keeping track of relevant deadlines.
- Support the annual budgeting process and prepare documentation for the annual accounts.

Your profile

You have experience in financial and project administration and work and think at Dutch higher professional education (HBO) level. You are comfortable using Excel and financial systems such as Exact, and can independently check and prepare financial information.

You work accurately, keep your records organised and follow up when information is missing. You communicate effectively in Dutch and English and enjoy working in a small international team.

Strict confidentiality is required, and a background check may form part of the selection process.

Thermagy is offering

A varied part-time role with autonomy, close collaboration and opportunities for professional development. You will be directly employed by Thermagy and contribute to innovative international projects in a hands-on high-tech environment.

The salary ranges from **€3,809 to €5,713 gross per month based on a 40-hour week**, depending on experience and background, excluding 8% holiday pay. Salary and annual leave are calculated pro rata for the parttime position.

Benefits include 27 vacation days on a full-time basis, a pension plan, travel allowance and telephone allowance.

Contact

Recruitment and selection for this position are handled by Olympia. Interested? Please apply via Olympia. Also for questions about the role or the application process, you can contact Olympia Heerhugowaard on 072 572 67 22 or email them at heerhugowaard@olympia.nl.