



About Nippon Recruitment

Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a multinational Japanese construction company, we are looking for an

Accounting Assistant, Amsterdam (1060) Fluency in English, full-time

Company information

Our customer is a Japanese construction company with a global presence, who started business in the Netherlands in 2019.

Job description

As Accounting Assistant, you will be responsible for:

- Processing and reviewing invoices
- Inputting bank payment details
- Managing bank account and assisting balance and deposit/withdrawal
- Assisting with making financial reports (budget, closing) and bookkeeping
- Assisting with processing salary payment outsourcing
- Processing personal taxes of the employees (tax outsourcing)
- Dealing with external contact (tax authorities, banks, accounting offices)
- Assisting general affairs (office management, supporting temporary staff)

Job requirements

In order to qualify for this versatile and challenging position, required are at least the following criteria:

- More than 1 year of working experience in accounting and administration
- MS office skills (Excel, Word, Power Point)
- Fluent in English. Japanese and Dutch language skills are a plus
- Knowledge and experience of SAP is a plus
- Team player and positive attitude
- Excellent communication skills

Are you interested? Please send your CV to Ayana Otahara
(application@nipponrecruitment.com) or call: +31 6 30137769.