



About Nippon Recruitment

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

Accounting Assistant, Amsterdam (976) Daily accounting, reporting

Company information

Our customer is a Japanese multinational corporation, with the global HQ in Tokyo.

Job description

- Manage and oversee the day to day accounting and payments, including checking bank statements and advising on any discrepancies
- Prepare monthly management accounts, bank reconciliations, VAT return, list of interest and principal repayments
- Monitor and analyse all accounting data (cash flow, cash forecast and budget)
- Manage weekly, monthly, quarterly and annual closings, reporting and statements
- Assistance with audit (follow up on auditors requests)
- Other administrative work including contract management and internal procedures

Job requirements

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

- At least 3 years working experience in accounting
- Native level of Dutch and English language, Japanese would be a plus
- Ability to handle large amounts of data
- Advanced Excel-skills
- Experienced in MS office and accounting software(SAP and Exact Globe)
- Excellent communication skills, team-player and service-oriented
- High attention to details and accuracy
- Working experience within a multicultural business environment would be an advantage

Our customer prefers full-time employment, but part-time employment is negotiable. Are you looking for this broad and challenging role? Please send your CV + motivation to Izumi Sawada (application@nipponrecruitment.com) or call +31 6 3013 7769.