



## **About Nippon Recruitment**

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

## **Finance & Accounting Assistant (1254) Fulltime, Tilburg**

### **Company information**

Our customer is a multinational manufacturer of consumer goods, located in Tilburg.

### **Job description**

As Finance & Accounting Assistant, you will be responsible for the FA, A/R and A/P, reporting to internal and/or external stakeholders, within established instructions, procedures and/or regulations, to contribute to the timely and correct availability and transfer of information. You will be enabled to maintain and expand knowledge and practical skills. You will be reporting to the Finance Manager.

- Collecting, assessing, coding and processing (changes in) data in the FA, A/R and A/P, general ledger, cash and bank
- Performing admin actions for payments, various reconciliations and checks
- Checking data within the assigned administration(s) and correcting errors and/or data incompleteness as necessary
- Archiving data, keeping files, archives and administrations up to date and monitoring quality and clarity
- Analysing financial data, preparing overviews and/or (management) reports, interpreting, analysing, informing and (un)solicited reporting on administrative data to internal and/or external stakeholders
- Informing internal/external stakeholders on admin processes and service delivery, obtaining and exchanging information and transfer relevant data in respect of assigned administration(s) and/or projects
- Monitoring progress and/or content of admin processes
- Contributing to the improvement of internal procedures and implementations

### **Job requirements**

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

- Diploma or degree in Accounting, or similar
- 4+ years of relevant experience
- Fluency in Dutch, English and Japanese
- Experienced in MS Office
- Excellent communication skills

Are you interested, then please send your CV to Ms. Andra Ordean ([application@nipponrecruitment.com](mailto:application@nipponrecruitment.com)). We are looking forward to your application!