



Business and Financial Coordinator- iiyama Benelux BV

iiyama is one of the world's leading manufacturers of computer monitors and has enjoyed consistent growth in the highly competitive IT market (www.iiyama.com). The company's European operation is controlled and directed by the senior management team from its headquarters at Hoofddorp in the Netherlands and is supported by subsidiaries in France, Germany, Poland and UK plus a branch office in Taiwan.

We are looking for a Business and Financial Coordinator to work closely with the management team and sales teams to assist the EU organisation in pursuit of continued business growth and sustained profitability. The main responsibilities of this key position are to:-

- Support month-end and year-end close process
- Prepare financial statements and produce (consolidation) reports for the Japanese parent company
- Work with the Japanese parent company and the HQ in the Netherlands to manage risk by maintaining J-SOX procedures
- Build a strong relationship with internal and external stakeholders through positive interactions
- Assisting the CEO with various administration matters e.g. Executive Meeting, Monthly reporting, Audit etc
- Performs administrative and analytical duties for managers and staff
- Liaise between iiyama Benelux and a Japanese parent company
- Handle other administrative / office duties assigned by the management team

The successful candidate will have:-

- Thorough knowledge of basic accounting procedures and principles
- Experience with creating financial statements
- Experience with the month-end close process
- Excellent accounting software user and administration skills
- Accuracy and attention to detail
- Office 365 skills (Excel, Word and Power Point)
- Excellent communication skills
- Written and spoken Japanese (native level), English (business level) and Dutch (basic)

Benefits:-

- Participation in the company's profit related bonus scheme.
- Annual Incentive Trip
- Friday Free Lunch
- 24 days holiday entitlement
- Working hours 40 hours per week

Contact information - If you are interested in this challenging and highly rewarding role, please email a letter of introduction and C.V. to Hiro Chiba (hchiba@iiyama.com).