

*Are you interested in becoming our Finance & Accounting colleague at our new MXDA Chemical Plant in Rotterdam/Botlek? If yes? We kindly refer to our vacancy:*

### ***Accounting Assistant***

#### **Company profile:**

MGC Specialty Chemicals Netherlands B.V. (MSCN) is a Group member of Mitsubishi Gas Chemical Co., Inc. (MGC) a Japanese chemical manufacturer.

MGC's Head Office is in Tokyo, Japan and MXDA Sales Offices are located in New York, USA and Düsseldorf, Germany. We are an international company and MGC is listed on the "Prime market segment" at the Tokyo Stock Exchange Inc. In our new Dutch start-up chemical plant, our unique chemical product, MXDA (Meta-xylenediamine) is manufactured, sold and distributed within Europe and US. Europe is an important market and has the greatest MXDA (for painting & coating) demand. Our Dutch Plant is unique as it will be the only MXDA plant in Europe.

#### **Position Purpose:**

Start-up phase: Prior to the operational launch of MSCN in 2024, the Accounting Assistant prepares and participates in the setup of a financial & accounting framework of processes, procedures, guidelines, checks & control mechanisms and product costing. The ultimate goal is to establish an operational Finance & Accounting department in alignment with Dutch GAAP and Dutch Tax law.

The Accounting Assistant's main responsibility is to support the Manager Accounting & Finance, on Financial Accounting, Product costing, Contract Management, Reporting ensuring the P&L, B/S, G/L and related financial documents, and analyzing, explaining and solving financial and material variances.

#### **Job scope:**

- You'll report to the Manager Accounting & Finance.
- You'll take care of the operational day-to-day Financial, Accounting and Product Costing tasks.
- You'll prepare, draw up and supports with cost analysis/cost monitoring.
- You'll process Financial Accounting Reports in alignment with Dutch GAAP and Dutch Tax law.
- You'll draw up periodic monthly, cost- and budget- forecasts based on the production plan and periodic Financial Accounting and Product Costing reports.
- You'll prepare, assist and processes periodic Financial- and Tax- Audits.

**Key Tasks and Responsibilities, but not limited to:**

- Supporting daily, periodic and monthly reports of accounting-related business to the Manager Accounting & Finance.
- Keeping up to date and maintaining General Ledger by our ERP system.
- Ensure that all financial transactions (AP and AR) are allocated to the correct cost centers/accounts, and the general accuracy of the accounting statements.
- Prepares, assists and draws up accounting statements, such as balance sheets, income statements, profit and loss statements, product costing sheets and month-end closing accounting books.
- Reconciliation of the bank accounts, accounts receivable, accounts payable, and customer accounts.
- Preparing in-time invoices related to the accounts receivables, and handling invoices related to the accounts payable.
- Checking and addressing accounts receivables if paid in time and taking action where needed.
- Filing of applicable required tax forms.
- Tracking and maintaining the company's fixed assets.
- Preparing various management accounting reports.
- Keeping up-to-date and maintaining various masters of the financial and accounting software systems.
- Drawing up monthly, quarterly and annual cost accounting reports, collaborating with the Production Department.

**Job Specifications (Knowledge, Skills, Qualifications, etc.):**

- HBO- or HEAO-diploma in Finance, Accounting or a related field.
- Proven track record of minimum 3-5 years in a financial assistant's position.
- Familiar with Dutch GAAP and Dutch tax affairs.
- Hands-on and Can Do-attitude.
- Proactive and service minded attitude.
- A native Dutch speaker and proficient in English
- Proficiency with MS Office & Excel
- Experience with an ERP financial and /or accounting software system

***Are you interested?***

*We would like to welcome you to join our MXDA Plant Team.*

*If you are interested in this Accounting position, would you please e-mail us your C.V. and cover letter to: [recruitment@msc-n.nl](mailto:recruitment@msc-n.nl)*

*For more MXDA information, please visit MSCN's website <https://www.msc-n.nl> and MGC's website: <https://www.mgc.co.jp/eng>*