

Our Accounting department is currently looking for an Accounting Assistant.

## **Title**

Accounting assistant- 24 hours ( 3 days)

## **Tasks**

We are looking for an ambitious Accounting Assistant to strengthen the accounting department by managing daily accounting tasks. You will be part of a team of professionals working to maintain order and transparency for the company's finances.

Preparing is a large part of the Accounting Assistant 's day-to-day work. The ideal candidate will be well-versed in accounting principles and able to work comfortably with numbers and attention to detail with proactive and problem-solving skills.

## **Responsibilities**

- Update accounts receivable and perform aging analysis with follow up actions
- Assist with submission of data to Dutch authorities such as CBS
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Assist with accounts payable preparations
- Assist with General Affairs-related tasks

## **Requirements**

- You like working with numbers
- You are accurate and flexible
- Excellent knowledge of Excel and familiarity with relevant computer software (e.g. SAP) is highly appreciated
- Good knowledge of English language; accounting background is appreciated, but not necessarily required
- HBO or equivalent education
- Holds valid EU work and residence permit (mandatory)
- You live in The Netherlands, preferably in the area of Amsterdam

## **About Asahi Intecc Europe B.V.**

Asahi Intecc Europe B.V. offers a challenging, independent and dynamic working environment in a multicultural setting. We offer competitive salary and additional benefits. Moreover, Asahi Intecc Europe B.V. is located in an outstanding location in the World Trade Centre right at the heart of Amsterdam's business district, well-served by public transport.

If you are interested in the job, please send us your application letter and CV by 15 September 2023. After screening, candidates will be invited for an interview which will be held in September/October 2023. The employment of the successful candidate may start immediately.

Asahi Intecc Europe B.V.

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