



PR/118151 | Accounts Assistant

Job Information

Recruiter
[JAC Recruitment UK](#)
Job ID

1553895

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Netherlands

Salary

Negotiable, based on experience

Refreshed

September 2nd, 2025 09:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Accounts Assistant

Salary: Euro 3,000-4,000 per month

Location: Hoofddorp (onsite)

Key Responsibilities

- Daily Accounting Tasks
- Posting journal entries into accounting software
- Processing invoices and receipts
- Handling expense claims
- Reconciling bank transactions
- Monthly and Annual Support
- Assisting with month-end closing
- Verifying account balances

Preparing supporting documents for financial statements
-Other Duties
Filing and organizing financial documents
Communicating with clients and vendors for basic queries
Supporting external audits

Required Skills & Knowledge

Basic accounting principles
Proficiency in Excel (e.g., VLOOKUP, Pivot Tables)
Experience with accounting software (e.g., SAP, Oracle, Exact, QuickBooks)
English communication skills (especially in international or multinational companies)

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Company Description