



PR/118151 | Accounts Assistant

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1553895

業種

物流・倉庫

雇用形態

正社員

勤務地

オランダ

給与

経験考慮の上、応相談

更新日

2025年08月05日 10:42

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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)

#LI-JACUK #EY

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.co.uk/privacy-policy>
Terms and Conditions Link: <https://www.jac-recruitment.co.uk/terms-of-use>

会社説明