

Symeres is the leading mid-sized transatlantic contract research organization for drug discovery and development needs. With over 700 highly educated scientists and professionals in six locations in Europe and two in the USA, we offer best-in-class solutions for drug discovery and drug development, from small- to medium-sized molecule hits. We are large enough to matter, and small enough to care. Our services span across early stage hit finding all the way to the delivery of your early clinical drug substance API. Making molecules matter. Together.

The Finance team at our Nijmegen site is looking for an experienced and enthusiastic:

## **Accounting Assistant**

### **Full-time**

At Symeres, we are looking for an enthusiastic Accounting Assistant with a proven ability to assist in the administration of accounts payable.

In this role, you will:

- Oversee day-to-day financial administration of purchase invoices, transactions, and other general expenses, including reviewing, checking, and timely payout.
- Reconcile the general ledger and subledgers, and process corrections, transfers, accruals, and provisions.
- Ensure the timely processing of expense claims, payment tracking, and updating bank account details.
- Assist with timely, accurate, and complete monthly declarations and other statements to external parties.
- Provide insight into quantitative and qualitative (financial) performance (including through periodic and ad hoc reports).
- Be involved in general financial tasks more inclined towards purchasing and accounts payable.
- Work on further optimizing the administration of accounts payable.

### **Qualifications**

- 3 to 5 years of work experience in the same field.
- Completed at least MBO education.
- Strong communication skills (collaboration & writing reports).
- Experience of working on automated systems will be beneficial.
- Team player; enthusiastic, open, and flexible attitude.
- Fluent in English (written & verbal).
- Curiosity is your middle name and you have a 'can do' mentality.

### **Job offer**

An exciting position in a dynamic fast-growing organization with an attractive remuneration package and opportunities for learning and development.



# Symeres

Making Molecules Matter. Together.

## Application

Please send an email with your CV and motivation letter to our corporate recruiter, Bhumika Chawla, via: [Bhumika.Chawla@Symeres.com](mailto:Bhumika.Chawla@Symeres.com). For questions about the vacancy, please also contact Bhumika Chawla by phone: 024 372 33 00.

More information about the Symeres organization can be found on our website: [www.symeres.com](http://www.symeres.com).

***Acquisition based on this advertisement is not appreciated***