

Symeres is the leading mid-sized transatlantic contract research organization for drug discovery and development needs. With 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:

Senior Accounting Assistant

Full-time

At Symeres, we are looking for an enthusiastic experienced 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 including purchase invoices, billing process to clients and bank statement
- Monthly reconcile the general ledger and subledgers, and process corrections, transfers, accruals, and provisions.
- Ensure the timely processing of purchase invoices and expense claims, payment tracking, and updating bank account details
- Ensure the timely collecting of trade receivables and interact with clients, project manager and BD to decrease DSO
- Assist with timely, accurate, and complete monthly closing process and reporting to local site and global group
- 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 at group level
- Report on working capital and cash flow prognoses
- Work proactively on further optimizing the administration
- Work in the global finance team and reporting to the Group Financial Controller.

Qualifications

- At least 4 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).

Job offer

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

Application

Please send an email with your CV and motivation letter to recruitment@symeres.com.

For questions about the vacancy, please contact Sven van Dijken

More information about the Symeres organization can be found on our website: www.symeres.com.

Acquisition based on this advertisement is not appreciated