

Bio Base Europe Pilot Plant – We Are Hiring: Assistant Accountant & Payroll Expert

Your role:

Are you detail-oriented, passionate about numbers, and looking for a role where your expertise truly makes a difference? Join our team and become part of a dynamic organization where accuracy, professionalism, and growth are valued.

As an Assistant Accountant

- Process purchase, sales, and financial transactions.
- Support monthly and annual closing activities.
- Monitor and follow up on customer and supplier accounts.
- Assist with various accounting and administrative tasks.
- Collaborate with colleagues and external partners.

As a Payroll Administration Expert

- Ensure accurate and timely payroll processing.
- Manage employee records and social security documentation.
- Stay up to date with payroll regulations and labor legislation.
- Act as the point of contact for employees regarding payroll and personnel administration.
- Liaise with HR and external payroll providers.

Your profile

- ✓ Experience in accounting, payroll administration, or a similar role.
- ✓ Strong attention to detail and a high level of accuracy.
- ✓ Excellent numerical and administrative skills.
- ✓ Proficiency in Microsoft Office; experience with accounting or payroll software is an advantage.
- ✓ Proactive, organized, and able to work independently as well as part of a team.
- ✓ You are fluent in Dutch and English.

What we offer?

A challenging and diverse position within a growing organization.
A positive and supportive work environment.
Opportunities for training, development, and career growth.
A competitive salary package with attractive benefits.
A stable workplace where your contribution is valued and recognized

Join us and help build a strong financial and payroll administration function!

