
Accounting Associate/Assistant Controller

Bedrocan Danmark is looking to hire an Accounting Associate. This officer will report to the Group Controller in the Netherlands and will be part of the Finance team. The role will be located in Køge and is for 32 – 37 hours. On a day-to-day basis, you will be part of the Danish team, which currently consists of 10 employees but is in route to grow to 60 employees by the end of 2025.

About Bedrocan

Bedrocan is the most experienced producer of medicinal cannabis in the world. We have developed unique methods of producing cannabis to pharmaceutical standards. Our products are used by patients, pharmaceutical companies that make cannabis-based products, such as cannabis oils, and in scientific research.

We currently have three state-of-the-art facilities, two in the Netherlands and one in Denmark. As our reach and influence expand around the globe, we are looking for highly qualified and motivated professionals. Are you the next to join our team and play a vital role in this exciting journey?

What you will do

As the Accounting Associate you will be primarily responsible for the financial administration. Among other things this includes processing the purchase and sales invoices into our accounting system, processing bank statements and preparing and submitting VAT returns.

In addition, you will also have the opportunity to perform several controlling activities such as assisting in the monthly closing process, preparing (ad hoc) analysis of the Danish operations and preparing documentation for the external auditor.

Responsibilities

- Processing of purchase invoices in the accounting system
- Preparation of sales invoices and processing these into the accounting system
- Processing of bank statements
- Manage timely approval and payment of invoices through communication with cross functional team members
- Accounts receivable management
- Preparation and submission of VAT returns
- Processing monthly salary mutations

- Assist Group Controller in the monthly closing process
- Prepare account statements, account reconciliations and other supporting documentation
- Prepare (ad hoc) analysis of the Danish operations
- Identify opportunities to improve our (financial processes) and implement measures to accomplish efficiencies.

What we ask from you

- Bachelor's degree work level
- 2-3 years of experience as an accounting/finance professional
- Experience with Exact and/or Elvy is a plus
- Expert in Microsoft Excel
- Experience with Datalon is a plus
- Experienced in communicating in Danish and English (verbally and in writing)
- Excellent organizational skills and a keen eye for details
- Strong interpersonal skills and ability to foster relationships throughout the organization
- Ability to thrive in a dynamic, fast pace team environment
- Ability to improve processes and be creative/innovative in approach
- Flexibility to adapt to changing processes/demands/systems associated with a growing company

What we offer:

- The opportunity to be part of a newly built team in a new organization
- A Strong Pioneering Spirit and an Important Purpose
- A friendly working environment and quiet areas to recharge in daily life.
- On-the-job training

How to apply:

- If you have any questions about the position, please call HR Manager, Greta Lempel +4526502353
- Send your CV and your application with salary level through quick apply in Jobindex by July 22 the latest.