

# Tax and Accounting Assistant – Düsseldorf

## Introduction

SUMITOMO DEUTSCHLAND GMBH, established in Germany 1952, is a subsidiary of Sumitomo Corporation Europe Ltd. in London and its parent company Sumitomo Corporation in Tokyo which is one of the 500 global leading integrated trading companies in the world. More than 72,000 employees are working worldwide in 935 subsidiaries and 113 overseas offices across 66 countries. As a business group Sumitomo is specialised in different trading and investments fields like metal products, food, transportation vehicles, mineral resources and basic chemicals. Other business areas come from renewable energy such as offshore/onshore wind farms and water management. We take great pride in our technical know-how and operational ability, which is combined with a drive to keep customer service at the heart of what we do. To achieve this, we recruit high calibre individuals, we invest in their training, and give them accountability and responsibility as soon as they are ready. Find out more: [www.sumitomocorp.com/en/jp/about](http://www.sumitomocorp.com/en/jp/about).

## Role

We are seeking a Tax and Accounting Assistant on a permanent basis in our Düsseldorf office to manage Accounting related tasks to support our Business Department and the Tax manager in regards to VAT and CIT. Aside from that this role will work on projects such as improving digitalization and setting up legally required reporting.

This role will report to the Regional Corporate Department General Manager.

## Scope

The Tax and Accounting Assistant function includes:

- Manage Accounting related queries with Shared Service Centre in UK, SAP queries, payment clarifications, etc.
- Support Tax Manager with regards to VAT and CIT.
- Management of Customs Reporting, e.g. collection of import data from logistics vendor and analysis as well as digitalization of the Customs process together with DGM
- Communicative link to KPMG regarding financial year-end audit queries
- Central Bank Reporting
- Administrative support around Customs status AEO
- Project work together with Department General Manager:
- Further improvement of the Customs Reporting (digitalization)
- Digitalization of the Central Bank Reporting (Z4/Z5)
- Set-up of a CBAM Reporting in coordination with SCEU/SC
- Set-up of a CSRD Reporting in coordination with SCEU/SC
- Further improvement of the electronic invoicing process

## Qualifications/Skills/Personal Qualities

### Qualifications:

- Successful completed professional education /apprenticeship as a commercial clerk (“Kaufmännische Ausbildung”) and at least 5 years of experience in Accounting and Tax

### Skills:

- Good English language Skills oral and written
- Knowledge of using MS Office and SAP should be available
- Affinity to numbers and interest in “Sustainability” related topics
- IT affinity
- Eager to learn

### Personal Qualities/Attributes:

- Team player
- Reliable
- Adaptable to new and unfamiliar situations, knowledge and ways of working
- Ability to grow
- Flexible, loyal, discreet, accurate
- Service orientated

### Essential Experience:

- Experience in an international environment
- Experience in SAP

### Preferred Experience:

- Experience in working in Accounting and Tax
- First experience in VAT

## What We Offer

Company benefits include pension scheme, accident insurance and international travel health insurance.

## To Apply

Please send your CV to the following address: [hrdus@sumitomocorp.com](mailto:hrdus@sumitomocorp.com).