# Job Description

| Version | Change history | Approved by Managing Director |
|---|---|---|
| V01 | New release | Date: 20251111 |

## Job title: Accounting Assistant

Level: 5 (kaufmännische/r Angestellte/r)

Reporting line:

Superior: Accounting Manager
Delegates: none

Background information:

Location: Sindelfingen, Germany
Type: Part-Time (approx. 20 hours/week)
Department: Accounting
Duration: 12–24 months (extension possible)

About Us

Farsoon Europe GmbH is a leading provider of industrial-grade polymer and metal Laser Powder Bed Fusion (LPBF) systems. As a fast-growing company in the additive manufacturing sector, we are committed to delivering innovative and cost-efficient 3D printing solutions to our customers across Europe. Join our team and help advance industrial 3D printing with us.

Role Summary

We are seeking a proactive and detail-oriented **Accounting Assistant** to support our Finance & Accounting team. In this role, you will assist with accounting tasks, reporting, and administrative coordination, ensuring smooth commercial operations between internal teams, customers, and suppliers.

Objectives of the Position

- Support the Accounting Manager with day-to-day accounting operations.
- Ensure accurate and timely processing of supplier invoices and travel expense reports.
- Assist in monthly reporting and financial statistics.
- Coordinate effectively with the Finance & Business Operations team.
- Provide administrative support for accounting documentation and record keeping.

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Main Tasks and Responsibilities

- Accounting Tasks
  Record, check, and process supplier invoices.
  Review and account for employee travel expense reports.
  Support reconciliation and documentation processes.
- Reporting & Coordination
  Assist in preparing monthly reports and statistical analyses.
  Support coordination between Accounting, Business Operations, and external stakeholders.
  Maintain accurate and organized filing of financial documents.
- Administrative support
  Support daily administrative tasks and communication within the Accounting team.
  Assist in internal process improvement and documentation.

Required Qualifications

- Completed a Bachelor's program / apprenticeship in Business Administration, Office Management, or a related field.
- First experience in office administration, accounting, or business assistance is a plus.
- Very good German and English language skills (spoken and written).
- Proficient in MS Office (especially Excel); experience with CRM or ERP systems is an advantage.
- Organized, detail-oriented, and proactive with strong communication skills.
- Enjoys working in a dynamic, international team environment.

Soft Skills

- Accuracy, reliability, and high attention to detail.
- Strong sense of responsibility and integrity when handling financial data.
- Excellent communication and teamwork skills.
- Open-minded, flexible, and willing to learn in an international business environment.
- Intercultural awareness, especially within Europe, and appreciation for cooperation with China.

What We Offer

- Friendly and international work environment in Sindelfingen.
- Mentoring and on-the-job training by experienced commercial staff.
- Insight into high-tech B2B sales and industrial 3D printing operations.
- Flexible working hours to support academic or personal schedules.
- Opportunity to grow within a global, innovation-driven company.

Compensation

According to salary bands of Level 5, based on experience and qualifications.