



Accounting & HR officer

About Us:

Zymofix is a dynamic and innovative startup dedicated to fostering sustainable and circular agriculture. We specialize in creating innovative, effective, and economically viable microbial products designed to reduce farmers' reliance on agrochemicals while maintaining high levels of productivity. Positioned at the forefront of innovative and sustainable agriculture, we are committed to delivering cutting-edge solutions that empower farmers to cultivate healthy products and enhance their yields without resorting to chemical fertilizers.

Job description

We are looking for a proactive and detail-oriented Accounting & HR Officer to join our growing team at Zymofix. The selected candidate will play a key role in keeping our financial and people operations running smoothly as we scale.

The ideal candidate combines solid accounting knowledge with a genuine interest in HR. You thrive in a dynamic startup environment where initiative and versatility are valued. You will work closely with management and act as the go-to person for both financial administration and HR matters.

The role requires strong organizational skills, a high degree of autonomy, and the ability to collaborate effectively across teams.

Key Responsibilities:

- Manage day-to-day accounting tasks including accounts payable/receivable, invoicing, bank reconciliations, and expense tracking.
- Prepare monthly, quarterly, and annual financial reports and support the annual audit process.
- Ensure compliance with local tax regulations and assist with VAT filings and other statutory obligations.
- Support budgeting and forecasting processes in close collaboration with management.
- Maintain accurate and up-to-date financial records in the accounting system.
- Coordinate the full employee lifecycle: onboarding, offboarding, contract management, and personnel file administration.
- Manage payroll processing and ensure compliance with Belgian labor law and social security regulations.
- Serve as the first point of contact for HR-related questions from employees and management.
- Support recruitment processes include posting vacancies, screening candidates, and scheduling interviews.

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- Contribute to the development and implementation of HR policies and procedures.

Qualifications:

- Bachelor's degree in accounting, Finance, Human Resources, or a related field.
- Minimum 2–3 years of relevant experience in an accounting and/or HR role.
- Solid knowledge of Belgian accounting standards and labor legislation.
- Proficiency with accounting software (e.g., Allegro or similar) and MS Office (Excel in particular). Experience with Notion and/or MyLiantis is a plus.
- High level of accuracy, discretion, and organizational skills.
- You are a proactive self-starter who can work independently in a fast-moving environment.
- You draw energy from supporting others and contributing to a well-functioning team.
- Excellent communication skills, verbal and written in Dutch and English (French is a plus).

We offer

- Competitive salary commensurate with experience.
- Opportunity to work in a dynamic startup environment with a talented and passionate team.
- Health insurance and other benefits package.
- Growth and career development opportunities within the company.

How to apply?

Interested candidates should submit their resume and a short cover letter outlining their qualifications and relevant experience to Gilles.de.clercq@zymofix.com by 29th May 2026.

Applications will be reviewed on a rolling basis, so we encourage you to apply early.

Zymofix is an equal opportunity employer and values diversity in the workplace. We encourage applications from individuals of all backgrounds and experiences.

Join us in our mission to facilitate sustainable and circular agriculture and be part of a team that is shaping the future of agriculture.

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