



Nordic Laboratories
Bookkeeper/Finance Assistant (Copenhagen based)

Overview:

Nordic Laboratories is part of Nordic Group, a purpose-driven organisation dedicated to improving health globally through functional medicine and a personalised approach to health. As a world-renowned functional medicine brand, Nordic Laboratories supports health practitioners worldwide with genetic and functional testing, and supplements.

We are looking for a full time Bookkeeper/Finance Assistant to join our busy finance team based in central Copenhagen.

Main Duties and Responsibilities:

- Manage day-to-day bookkeeping and maintain accurate financial records
- Maintain up-to-date financial data using Uniconta accounting software
- Process accounts payable and ensure timely vendor payments
- Manage accounts payable related to laboratory operations and collections, enforcing cut-off procedures in accordance with company policy
- Manage and facilitate payments to staff, contractors, and suppliers in line with the company's approval processes
- Reconcile bank statements and credit card transactions
- Assist in the preparation of budgets, forecasts, and financial reports
- Support VAT submissions, year-end audits, and tax compliance
- Ensure adherence to internal financial controls and accounting policies

Special Requirements:

- Proficiency or willingness to quickly learn Uniconta accounting software
- Solid understanding of bookkeeping principles and financial procedures
- High attention to detail and accuracy in data entry and record keeping
- Strong organisational skills and ability to meet deadlines
- Analytical mindset with the ability to interpret financial data and identify discrepancies
- Ability to work independently and collaboratively in a fast-paced environment
- Excellent communication skills for effective interaction with colleagues and external partners

Package:

- Salary: based on experience and qualifications
- Location: Copenhagen
- Benefits: Opportunity to gain experience from our global network and spend time working internationally
- Support and training from our experienced team
- Discounts on functional medicine tests and supplements
- Fun, sociable team with regular events and activities

We are looking to appoint this role from July 2026

To apply for this role please submit your CV along with a covering letter to jobs@nordicgroup.eu