

Poland Jobs Expertini®

P2P Junior Specialist

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Company: TMF Group

Location: Poland

Category: business-and-financial-operations

We never ask for payment as part of our selection process, and we always contact candidates via our corporate accounts and platforms. If you are approached for payment, this is likely to be fraudulent. Please check to see whether the role you are interested in is posted on our career website.

About TMF Group

TMF Group is a leading provider of employee, financial and legal administration services, helping clients invest and operate safely around the world. Our 10,000 experts in 125 offices across 86 jurisdictions worldwide serve corporates, financial institutions, asset managers, private clients and family offices, providing the combination of accounting, tax, payroll, fund administration, compliance and entity management services essential to global business success.

We have been present in Poland for over 20 years, helping our clients from offices in Warsaw and Katowice, where more than 700 people already work.

Katowice is also the location for our new structure - the Regional Delivery Center, whose task is to serve the European markets of our clients, companies from the Fortune 500 and FTSE 100 rankings. As part of the structures, we are looking for specialists in the field of international accounting & tax, human resources and payroll, and global entity management. We also build teams that will be responsible for handling international funds and supporting internal financial processes of the TMF Group.

Job purpose

As a Junior Specialist you will be responsible for variety of P2P tasks including bank statements

at first, then learning vendor invoices and employee expenses posting, payment preparation. You will support P2P process in Internal Finance Department also with vendor queries resolution and vendor maintenance process. You will have an opportunity to gain more complex knowledge and experience in P2P area.

At this role you will have possibility to work remotely or hybrid from the office in Katowice.

Key Responsibilities:

On-time bank statement posting,

Daily and weekly reports preparation,

Receive and review invoices and/or other documentation for completeness and compliance with defined policies and procedures,

Ensure accuracy of the Bank Master Data in the ERP systems,

Resolution of internal client queries,

Reconciling accounts,

Ensure proper matching of invoices with the payments,

Support activities related to Internal Controls and Audits,

Accurately and timely perform all activities, according to the guidelines received from Supervisor

Key Requirements:

Student/University Degree, preferably in Finance, Accounting or Economics

Experience in similar position would be an advantage but not necessary

Good command of English (both verbal and written),

Knowledge of accounting rules,

MS Office knowledge,

Strong attention to details and analytical skills,

Good communication and team work skills,

Proactive attitude and orientation on problem solving

Working at TMF Group offers

Convenient central location of the office

Stable employment

Flexi-time and remote working

An international and dynamic environment

Private medical care

Life insurance

Co-financing for the Multikafeteria program (e.g. Multisport card)

Access to a language platform with 12 different languages to learn

Access to a mental health and well-being platform offering a variety of functionalities that will support you in caring for your well-being

Exceptional people and atmosphere

Christmas and occasional gifts

Co-financing of holidays (social fund)

Opportunity to take part in charity projects

*** Please note, we'll contact selected Candidates only.**

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