

## P2P Specialist - Accounts Payable (Polish market)

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Company: TMF Group

Location: Poland

Category: office-and-administrative-support

**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 P2P Specialist you will be responsible for our Internal Finance P2P tasks in our Polish

company. You will be responsible for variety of P2P tasks including bank statements; posting 3rd Party, Intercompany invoices, employee expenses and collecting approvals according to defined policies and procedures; posting disbursements; payment preparations; vendor reconciliations and masterdata; cash forecast. You will support P2P process in Internal Finance Department also with vendor queries resolution and vendor maintenance process, plus dealing with any additional AP queries that may appear during work. You will have an opportunity to gain more complex knowledge and experience in P2P area.

At this role you will have possibility to mostly remotely or from our office in Katowice.

**Key Responsibilities:**

On-time bank statement posting

Daily/Weekly/Monthly 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

Previous experience in Polish Accounting will be a plus

Experience in similar position is necessary

Good command of Polish & 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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