

Specialist, Accounts Payables

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Company: Lundbeck

Location: Kraków

Category: office-and-administrative-support

We are looking for a focused, passionate and responsible person who is willing to gain knowledge and experience in finance and accounting. If this sounds like a great challenge for you, why don't you join the Lundbeck community consisting of more than 5,600 employees in more than 50 countries, all driven by an inspiring purpose of restoring brain health.

Your new role - why is this a great opportunity?

The main purpose of the role is ensuring on time execution of payments and correct registration of expenses by processing incoming invoices and travel expenses.

Main responsibilities & tasks:

Processing PO and NPO invoices in a workflow, coding all NPO transactions and executing a process for Travel Expenses

Creating and updating Work Instructions and any knowledge management files

Initiating process improvements, participating in and leading improvement projects

Participating in onboarding new joiners in the team

Maintaining effective relationships with stakeholders

Performing ad hoc or country specific activities

Your future team

As our Specialist, you will be part of team who consists of around 20 people. Our team is part of Procurement and Finance Operations department that is responsible e.g. for Master Data, Procurement, Accounts Payable, Travel & Expense processes delivered to over 50 entities around the world.

Please be informed that we work in a hybrid model, including 2 days of homeworking and 3 days of office work every week.

What you bring to the team

Professional experience & knowledge:

2-3 years of experience in accounts payable team (knowledge of Travel and Expense processes is an asset)

Attention to details, focus on Customer experience

Continuous improvement practical experience

Knowledge of SAP FI (experience in Vendor Invoice Management is an asset)

English - at least B2 level

Other European language knowledge will be an asset (French, Spanish, Russian, Italian)

Education, certificates:

Higher university degree or last year of studies

Accounting course is an advantage

Our promise to you

Lundbeck offers an energizing and inspiring workplace that will allow you to have a visible impact on how things are done. We encourage an open dialogue and collaborative culture - a must to successfully bring our treatments to the people who need them.

We offer a mix of exciting tasks and numerous development opportunities that are balanced with initiatives and programs focused on our employees' well-being.

Highlights of selected benefits:

Flexible working arrangements (flexible weekly and daily schedules) and top-notch equipment

Cafeteria program

Unique recognition system with attractive rewards

Holiday bonus for when you're out of the office

Comfortable and modern office with well-equipped relax rooms

Robust integration and event framework

Private healthcare and life insurance

Employee capital plans (retirement saving system)

Learn more about life at Lundbeck GBS Krakow

Apply now

Can you see yourself in this role? We want to hear from you. Does this sound like your dream job, but you're not sure if you meet all the requirements? We still want to hear from you!

Upload your CV via the Apply button.

No separate cover letter is needed.

We ask you not to include a photo or personal information that does not relate to your professional experience.

We need every brain in the game – and that includes all brains and the different perspectives we all bring to the table. At Lundbeck, we embrace the uniqueness of each employee, and we are committed to building a workforce that is as diverse as the people

we serve. Read more about our commitment at .

#EveryBrainInTheGame

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