

Finance Assistant - Employee Expenses (1 year fixed-term)

Job ID R-226999

At Thermo Fisher Scientific, you'll discover meaningful work that makes a positive impact on a global scale. Join our colleagues in bringing our Mission to life - enabling our customers to make the world healthier, cleaner and safer. We provide our teams with the resources needed to achieve individual career goals while taking science a step beyond through research, development and delivery of life-changing therapies. With clinical trials conducted in 100+ countries and ongoing development of novel frameworks for clinical research through our PPD clinical research portfolio, our work spans laboratory, digital and decentralized clinical trial services. Your determination to deliver quality and accuracy will improve health outcomes that people and communities depend on – now and in the future.

We are now looking for Finance Assistant - Employee Expense 1 year fixed-term (Office based or Flex).

Role Summary:

Our colleagues in Financial Shared Service Center strive for excellence in every task, at every moment. We are game changers seeking improvements to processes and more efficient ways of working or adapting to changing financial and industry environments.

The role will be based in the Accounts Payable department with the possibility for a promotion into other areas of the Team or the Finance department when qualifications and deeper accounting knowledge are developed.

Main Responsibilities:

- Auditing and handling expense reports and processing payments within the company ERP system.
- Ensuring compliance with local accounting regulations and PPD internal policies and procedures.
- Answering expenses related questions and providing instructions and mentorship to employees.
- Managing and administration of corporate credit card programs, dealing with queries, payments and reconciliations.
- Ensuring emails and tickets (finance) are distributed to the responsible person/team.
- Providing support to different stakeholders within the company in relation to the expense reports process.
- Providing backup during financial audits and accounting queries.
- Supporting AP month end closing activities.

Education:

- Bachelor's degree in Economics/Finance or higher.

Experience:

- Experience in international corporate environment preferably within Finance area is considered as strong advantage. This is an ideal opportunity for someone who has a keen curiosity about breaking into the finance world.

Knowledge, Skills, Abilities:

- Proficiency in English (verbal and written).
- Good MS Excel skills.
- Time management and organizational skills.

Our Mission is to enable our customers to make the world healthier, cleaner and safer. Watch as our colleagues explain 5 reasons to work with us. As one team of 100,000+ colleagues, we share a common set of values - Integrity, Intensity, Innovation and Involvement - working together to accelerate research, solve complex scientific challenges, drive technological innovation and support patients in need. #StartYourStory with PPD, part of Thermo Fisher Scientific, where diverse experiences, backgrounds and perspectives are valued.

At PPD clinical research services we hire the best, develop ourselves and each other, and recognize the power of being one team. We understand that you will want to grow both professionally and personally throughout your career, and therefore at PPD clinical research services you will benefit from an award-winning learning and development programme, ensuring you reach your potential.

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