

Finance Assistant

Job ID R-227299

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.

Discover Impactful Work:

Our colleagues in corporate 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. We are currently looking for a Finance Assistant to join our Finance Shared Services Center in Bulgaria.

This role will be based in the accounts payable department with the possibility of promotion into other areas of the team/finance as qualifications and accounting knowledge develop.

Main Duties:

- Ensures accurate and timely processing of regular and urgent payment request among the relevant AP functions.
- Ensuring queries are distributed to the correct person.
- Sending intercompany backup (coded invoices) to our accounts assistant in Scotland in a timely manner.
- Assisting in pulling back up from filing for external/internal queries.
- Provide backup when auditors are present in finance.
- Look after AP process key freight vendors, registering, coding and gaining approval ready for payment.
- Control the filing, ensuring that everything is filed on time and archived on a regular basis to clear space.
- Communicating with internal business (service requestors, buyers and others) regarding any issues with supplier's invoices to ensure they are paid in timely manner.
- Ensure relevant files are ready at month end such as the journal file.
- Helping the team in lively times with invoice and expense entry.

Education:

- Bachelor's degree or equivalent and relevant formal academic/vocational qualification or last year in process of acquiring Economics degree.

Knowledge, Skills, Abilities:

- Good organizational and interpersonal skills.
- Proven attention to detail.
- Capable of handling multiple time critical tasks efficiently and optimally.
- Flexible and able to reprioritize workload to meet changing business needs.
- Strong verbal and written communication skills in English.
- Proficient in Excel and Word.
- Previous experience with ERP system (Oracle preferred).
- Capable of mentoring and coaching others.
- Capable of leading payment related activities with little or no interaction from management.

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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