

## **Finance Assistant (Employee Expenses), Fixed-term role**

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 Expenses, fixed-term role** (Office based or Hybrid).

### **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 and Experience:**

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

- 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.

### **What we offer:**

- Learning and development programme, ensuring you reach your potential;
- Extensive benefits package based around the health and well-being of our employees;
- Competitive salary;
- Flexible working culture with work-life balance and possibility for remote working;
- Collaborative and friendly environment;
- Global exposure and opportunity to work on international assignments.

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.

Thermo Fisher Scientific is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.

Apply: [Finance Assistant \(Employee Expenses\), Fixed term role job in Sofia, Bulgaria | Finance jobs at Thermo Fisher Scientific](#)