

Finance Coordinator, Payments (Home of Office Based in Bulgaria)

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 Coordinator – Payments (Office based or Hybrid) in Sofia, Bulgaria.

Discover Impactful Work:

This role will be based in the accounts payable department responsible for processing international payments worldwide in a timely and efficient manner, targeting for excellence and operational optimization.

Main Duties:

- Ensures correct and timely processing of regular and urgent international payment requests among the relevant AP functions.
- Handles the appropriate and detailed completion of assigned AP Payment related tasks (such as: rejected payment, direct debit, refund reconciliation, etc.).
- Manages the requests from customers and resolve payment related issues and findings.
- Responds to ad hoc requests and maintain agreed timelines.
- Generates payment related reports; evaluates and interprets data. Calls out performance issues.
- Attends internal meetings and provides updates on payment statuses.

Education:

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

Experience:

- Experience with international payments or treasury for 1 or more years will be considered an advantage.
- Understanding of the entire payment life cycle (creation/reconciliation/refund).

Knowledge, Skills, Abilities:

- Good organizational and communications skills.
- Attention to detail.
- Capable of handle critical tasks efficiently and effectively.
- Flexible and able to prioritize workload to meet changing business needs.
- Strong verbal and written communication skills in English.

- Resourceful with Excel, including VLOOKUP and pivot tables.
- Previous experience with ERP system (Oracle preferred).
- Capable of conducting payment related activities following the established process.

What we offer:

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 program, ensuring you reach your potential.

As well as being rewarded a competitive salary, we have an extensive benefits package based around the health and well-being of our employees. We have a flexible working culture, where PPD clinical research services truly value a work-life balance. We've grown sustainably year on year but continue to offer a collaborative environment, with teams of colleagues eager to share expertise and have fun together. We are a global organization but with a local feel.

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.

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