

SITE PAYMENTS ASSOCIATE - PAYABLES

Sofia 115G Tsarigradsko Shosse - Sofia - BG

JOB DESCRIPTION

We are vital links between an idea for a new medicine and the people who need it. We are the people of PPD — thousands of employees in locations worldwide connected by tenacity and passion for our purpose: to improve health. You will be joining a truly collaborative and winning culture as we strive to bend the time and cost curve of delivering life-saving therapies to patients.

Our global Clinical department consists of colleagues with institutional knowledge, in-depth therapeutic experience, and robust operational tools. Together, we help clients define and develop clinical programs, minimize delays and execute high-quality, cost-efficient clinical studies.

As a Site Payments Associate you will provide generous support to our customers for all site payments related activities.

Summarized Purpose:

Provides administrative, reporting, contractual and financial support to the department related to the processing of payments to investigative sites. Responsibilities include data compilation, issue/risk resolution, and ensuring adherence to contractual guidelines and country regulations.

The main responsibilities include, but are not limited to:

- Compiles data from multiple sources to generate payments to sites in accordance with procedural documents and site contracts.
- Ensures adherence to country-specific regulations which affect and impact ability to pay. Manages payment responsibilities and workflow to meet contracted timelines and project deliverables.
- Builds and manages relationships with study sites and interface, on occasion, with clients for payment-specific issues.
- Responds to study-related escalations and resolves payment-related findings. Escalates project risks appropriately.
- Trains study teams on site payment processes, including setting expectations around site payments' requirements and deliverables.
- May process investigator payments in middleware and financial system; manage refunds, credit notes, late payment fees, pre-payments or investigator meeting reimbursements.

- May build and enter budgets and SVTs; work on transparency reporting; perform study reconciliations; manage and maintain investigator funds tracker for studies transitioned to site payments.

Job Qualification

Requirements:

Education and Experience:

- High / Secondary school diploma or equivalent and relevant formal academic / vocational qualification / Bachelor's degree preferred
- Technical positions may require a certificate
- Previous experience that provides the knowledge, skills, and abilities to perform the job (comparable to at least 2 years).
- In some cases, an equivalency, consisting of a combination of appropriate education, training and/or directly related experience, will be considered sufficient for an individual to meet the requirements of the role.

Knowledge, Skills and Abilities:

- Solid organizational skills and strong attention to detail
- Capable of handling multiple timeline sensitive tasks efficiently and effectively
- Flexible and able to reprioritize workload to meet changing project needs
- Solid computer skills, proficient in MS Word and Excel; preferred experience using CTMS, EDC, or financial systems
- Capable of working independently and as a team member
- Solid communication skills, which includes English language (oral, written) and other languages would be an advantage (where applicable)
- Capable of extracting pertinent information from study documentation such as protocol, contracts, budgets, etc. and perform applicable data entry of said documents
- Familiarity with ICH Good Clinical Practices, Country Regulatory and/or applicable tax regulations, etc. for all aspects of project implementation, execution, and closeout
- Capable of effectively analyzing project specific data/systems to ensure accuracy and efficiency

What we offer:

At PPD we hire the best, develop ourselves and each other, and recognise 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 you will benefit from an award-winning learning and development programme, 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 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 organisation but with a local feel.

PPD Defining Principles:

- We have a strong will to win - We earn our customer's trust - We are gamechangers - We do the right thing - We are one PPD -

If you resonate with our five principles above, and ultimately wish to accelerate the delivery of safe and effective therapeutics for some of the world's most urgent health needs, then please submit your application – we'd love to hear from you.

Please note that due to the high volume of applications, only short-listed candidates will be contacted.

PPD is an equal employer.

HOW TO APPLY: Please submit your CV in English at https://careers.ppd.com/jobdetails/ppd_external/165081?searchable=%5B%5D§ion=ppd_external

Contact Person: Sofia Gencheva
E-mail: sofia.gencheva@ppd.com

#LI-SG1

Diversity Statement

PPD is proud to be an affirmative action employer that values diversity as a strength and fosters an environment of mutual respect. PPD is committed to providing equal employment opportunities without regard to age, race, color, pregnancy, national origin, religion, sex, gender identity, sexual orientation, disability, veteran status or status within any other protected group.

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ID

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Organization

Site Payments

Location

BG BG Sofia Sofia 115G Tsarigradsko Shosse