



## **AP/AR Manager**

Inceptua is a specialty pharmaceutical company and a premium global service partner. Inceptua Pharma commercializes and markets orphan and specialty care products and has the expertise and capabilities to supply unlicensed medicines globally. Inceptua Services supports pharma and biotech companies with global clinical trial comparator sourcing, packaging and labelling solutions, pre-approval and medicines access programs and consulting Inceptua partners with life science companies of all sizes, drawing on over 20 years of industry experience, and has global operations with local offices across Europe, North America, and Asia.

We recognize that investing in talented people creates value for our customers, our employees, our suppliers and the communities in which we live and work. Our success is based on the motivation, dedication and performance of our people. We strive to go the extra mile and achieve excellence in all our services.

We are hiring for the position of **Accounts Receivable (AR)/ Accounts Payable (AP) Manager** to be based in our offices in Germany or in UK for immediate start.

You will be reporting to our Team Leader, Global Cash & Credit Management, and will become part of our global Finance Team. You will be working closely with different internal departments and external financial service companies to ensure payment verification and collection as well as treasury management.

### **Responsibilities include, but are not limited to:**

- Setup of customers and suppliers, performing credit checks and assess credit risk
- Maintaining accounts receivable and payable files, records, Master Data (D365)
- Oversee AR, avoid overdues, and when applicable, issue dunning notices
- Oversee AP, verification of incoming and outgoing invoices and identify action requested in order to pay on time
- Oversee the banks accounts and payments transactions
- Performing account reconciliations together with accounting department
- Producing monthly and weekly financial reports, audit documentation
- Investigating and resolving any irregularities or enquiries

### **Your profile:**

- You hold a Degree in accounting or experience in AR/AP invoicing/bookkeeping in an international environment
- You have a minimum of 5 years in AR/AP management, experience in Pharma environment would be of advantage
- You have extensive knowledge of accounting and you are familiar with VAT international rules
- You are proficient with computers, especially bookkeeping software (ERP D365 would be a plus) and MS Office (Excel & PowerPoint).
- You are business fluent in English and Spanish (good knowledge of French is a plus)
- You have excellent communication skills, and are a proactive team player
- You are solution-oriented, know to deal with priorities and high sense of matching deadlines
- High level of accuracy, efficiency and accountability, detail oriented



- Ability to build relationships with clients, vendors and internal departments
- You are able to work independently, proactively and thinking outside the box

This position is full-time, and we offer a competitive salary.

Our company is home to employees from various backgrounds that speak a range of languages. If you have a forward-thinking attitude and are ready to go the extra mile with us, we look forward to receiving your application.

Please send your application in English, including a covering letter, to [recruitment@inceptua.com](mailto:recruitment@inceptua.com). Attachments must be in **PDF format**.