



Accounts Payable Specialist

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 Payable (AP) Manager** to be based in our offices in Germany or in Switzerland 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:

- Invoice processing, verifying financial data, purchase orders, prices, terms of payment, VAT and other charges.
- Perform follow up with internal team and vendors to obtain information necessary to complete invoice entry as required.
- Ensuring invoices and expenses are paid in a timely and accurate manner while adhering to departmental procedures.
- Posting transactions.
- Reconciling bank statements.
- Maintain the Supplier Master data and creation of new accounts.
- Establishing and maintaining relationships with new and existing vendors.
- Review vendor statements and perform follow up with vendors as necessary; communicate on payment timelines.
- Assist in the management of VAT aspects and support other functions.
- Collaborates closely with teammates to improve service quality and defining required actions



Your profile:

- You hold a Bachelor's Degree – ideally in finance or accounting
- You have a minimum of 3 years of experience in Accounts Payable and in the preparation and submissions of European VAT returns, Intrastat and VIES returns; you have also a working knowledge of European VAT requirements.
- You are proficient in MS office tools (MS Outlook and Excel); an experience with D365 would be of advantage
- You are business fluent in English, and the knowledge of an additional European language is of advantage
- You have preferably worked in medium sized international environment
- You have excellent communication skills, and a strong collaborative mindset
- You are a great team player with a good sense for different cultures and working environments
- You are able to maintain good vendor relationships
- You have a high level of accuracy for data entry and can work quickly and efficiently

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. Attachments must be in **PDF format**.