

Accounts Payable (AP) Specialist

We are a pharmaceutical company, and the next generation partner to pharma, biotech, and healthcare. We bring medicines to patients through clinical trial services, early access programs and commercialization of products. 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) Specialist** to be based in our office in Berlin for immediate start. You will be reporting to our Director, Global Treasury & AP/AR, Global Finance, and will become part of our global Finance Team. You will be working closely with different internal departments and external financial service companies.

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 an advantage.
- You are business fluent in English and German.
- You have preferably worked in medium-big sized international environment, previous experience in pharmaceuticals sector is an advantage.

- 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.
- You are capable to work independently, managing priorities and following the company policies.

This position is full-time. 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, including a cover letter, to recruitment@inceptua.com (attachments must be in PDF format).