

# FINANCE ASSISTANT (6 MONTHS INTERNSHIP)

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 colleagues in Financial Shared Service Center strive for excellence in every task, at every moment. We are game changers seeking improvements to processes and more efficient ways of working or adapting to changing financial and industry environments.

## **Finance Assistant (6 months paid internship)**

The primary function of this position is to support various Finance activities. This is an ideal opportunity for someone who has a keen interest in breaking into the finance world.

### **Tasks and responsibilities:**

- Ensure correct processing of Finance documentation (invoices / expense reports / vendor setup forms) among the relevant AP functions;
- Investigate discrepancies based on local regulations, PPD reporting requirements and policies;
- Respond to requests from customers and resolve payment related issues and findings.

### **Required Education and Experience:**

- In process of obtaining economics degree (not limited only to Finance and Accounting);
- Excellent communication (written and verbal) skills in English.
- Good skills in Microsoft Office programs e.g. MS Excel;
- Flexibility and attention to details;
- Ability to prioritize and organize the daily workflow.

### **Job Qualification**

This is an ideal opportunity for someone who has a keen interest in breaking in to the finance world, Will possess good Excel skills, have the ability to prioritize and organize their work.

PPD is an equal opportunities employer.

Registration on our website will also give you the opportunity to be considered for other positions if this one is not the most appropriate for your qualifications and experience.

This is an ongoing search. Suitable candidates will be contacted accordingly.

**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.

HOW TO APPLY: Please send your CV in English to [Kalin.Kolev@ppd.com](mailto:Kalin.Kolev@ppd.com)

Only short-listed candidates will be contacted.

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