

## **Finance Assistant, 1-year fixed term (home/office based)**

PPD clinical research services' mission is to improve health. It starts as an idea to cure. It becomes a life saved. All in-between, it's you! We know that meaningful results not only require the right approach, but also the right people. We invite you to re-imagine health promoting protocols with us, working alongside our talented, bright and energetic teams.

Our colleagues in corporate 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.

We are currently looking for a Finance Assistant to join our Shared Services Center on 1-year fixed term contract. This opportunity might be either office based or home based in Bulgaria. The Finance Assistant follows established procedures and guidelines to accurately maintain the organization's financial records and transactions. Completes assigned daily ledger entries and other financial transactions in accordance with accounting principles so that the general ledger is accurate and up-to-date.

### **Main Duties include:**

- Ensuring post (finance) is distributed to correct person.
- Ensuring faxes are distributed to the correct person
- Sending inter company backup (coded invoices) to our accounts assistant in Scotland in a timely manor
- Assisting in pulling backup from filing for external/internal queries
- Provide backup when auditors are present in finance
- Look after AP process key freight vendors, registering, coding and gaining approval ready for payment.
- Control the filing, ensuing that everything is filed in a timely manor and archiving on a regular basis to clear space.
- Ensure relevant files are ready at month end such as the journal file
- Helping the team in busy times with invoice and expense entry.

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

- This is an ideal opportunity for someone who has a keen interest in breaking into the finance world.
- Will possess good Excel skills.
- Have the ability to prioritize and organize their work.
- AAT study would be supported after twelve months. PPD is an equal opportunities employer.

**What we offer:**

- Learning and development programme, ensuring you reach your potential
- Extensive benefits package based around the health and well-being of our employees
- Competitive salary
- Flexible working culture with work-life balance and possibility for remote working
- Collaborative and friendly environment
- Global exposure and opportunity to work on international assignments

**Our 4i Values:**

Integrity – Innovation – Intensity – Involvement

If you resonate with our 4i values above, and ultimately wish to accelerate the delivery of safe and effective therapeutics for some of the world's most urgent health needs, submit your application – we'd love to hear from you!

As we are likely to receive many applications, sometimes we are unable to provide feedback to everyone.

**Diversity Statement**

PPD clinical research services' 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.

Only short-listed candidates will be contacted.  
PPD is an equal opportunities employer.

Please send your CV to: [Gergana.Ivanova@ppd.com](mailto:Gergana.Ivanova@ppd.com)