



PPD is a leading global contract research organization providing comprehensive, integrated drug development, laboratory and lifecycle management services. Our clients and partners include pharmaceutical, biotechnology, medical device, academic and government organizations. With offices in 48 countries and approximately 21,000 professionals worldwide, PPD applies innovative technologies, therapeutic expertise and a firm commitment to quality to help clients and partners bend the cost and time curve of drug development to deliver life-changing therapies that improve health.

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 in to 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 degree in Finance and Accounting or similar;
- Excellent communication (written and verbal) skills in English;
- Good skills in Microsoft Office programs e.g. MS Excel.

How to apply: Please submit your CV in English to alina.stoyanova@ppdi.com. PPD is an equal opportunities employer.