

Junior Purchase to Pay Associate
Lodz, Poland

In this role, you have the opportunity to

Live your passion for finance and accounting and develop your expertise in this area.

You are responsible for

- Register supplier invoice data into accounting system
- Process AP invoices (non-PO and PO accounts payable invoices) timely and accurately
- Reply to vendors requests and cooperate with internal stakeholders
- Clear AP accounts and follow-up AP open items
- Manage supplier invoice coding
- Prepare and submit documentation for internal controls (maintaining deadlines and good quality)
- Work closely with internal departments to resolve invoice and payment queries
- Other ad-hoc AP duties as required Position Qualifications
- Perform month-end close activities
- Deliver services timely and in line with agreed controls, policies and procedures
- Update work instructions

You are a part of

Our **Global Competence Center in Łódź**, where we centralize our business processes. We bring together supporting roles within HR, Finance, Procurement, Customer Service, Supply Chain and other, enabling you to have a career in an international, cross functional environment. Your future colleagues speak 25+ languages and represent 15+ different nationalities, supporting our operations in 50 countries on a daily basis.

You will be part of Philips Finance Regional Hub in Łódź and you will report directly to the Purchase to Pay Team Lead.

To succeed in this role, you should have the following skills and experience

- Graduate or student of last year of Master or Bachelor Degree (ideally with classes in finance and accounting)
- Fluent English is a must (both orally and in writing)
- Any other European Language would be an asset - German, French, Spanish, Italian, Portuguese, Greek or Dutch
- Good communication skill
- Computer literacy essential and experience in MS Office applications (MS Excel at advance level)
- Availability to work 40h/ week

In return, we offer you

- Permanent position based on employment contract
- Training and development opportunities

- Yearly bonus based on performance achieved
- Possibility to participate in a group life insurance
- Private medical care with an option to extend it to family members
- Multisport card, which enables to use a wide range of sports and recreation facilities throughout Poland
- Possibility to purchase Philips products with discount

Why should you join Philips?

Working at Philips is more than a job. It's a calling to create a healthier society through meaningful work, focused on improving 2.5 billion lives a year by delivering innovative solutions across the health continuum. Our people experience a variety of unexpected moments when their lives and careers come together in meaningful ways. Learn more by [watching this video](#).

To find out more about what it's like working for Philips at a personal level, visit the [Working at Philips page](#) on our career website, where you can read stories from our [employee blog](#). Once there, you can also learn about our [recruitment process](#), or find answers to some of the [frequently asked questions](#).