

# Accounts Payable Junior Accountant

Location: Warsaw

**PANDORA, one of the world's largest jewelry brands, is currently looking for an Accounts Payable Junior Accountant for its Financial Shared Service Centre for EMEA Region in Warsaw, willing to support the success of this unique brand.**

## MAIN JOB RESPONSIBILITIES

- Send invoice to workflow and investigate reasons for lack of approval.
- Process invoices and credit notes, handle manual payments.
- Propose precoding of AP external and internal invoices.
- Reconcile sub-ledger account and suppliers statements.
- Prepare data for audit.
- Handle and register queries from suppliers and Local Organization.
- Perform Month End Close.
- Ad hoc request from AP Supervisor or AP Senior Accountants.

## REQUIREMENTS

- At least a Bachelor Degree in Finance, Accounting or Economics.
- First experience with accounting, accounts payable from a Shared Service Center will be an advantage.
- **Fluent English is a must.**
- Good knowledge of Microsoft Office tools and particularly MS Excel.
- Willingness to learn with can-do attitude.

## WE OFFER THE RIGHT CANDIDATE

- Remarkable opportunity to gain experience by working in dynamic and international environment.
- Career development opportunities supported by internal and external trainings.
- Work-life balance initiatives and flexible working hours.
- Medical and dental care for employees and their closest family.
- Life insurance program and assistance services package.
- Multisport card and other benefits available on our online cafeteria platform.
- Modern office and comfortable working environment (free coffee, tea, soft drinks, and fruits).

For more information about our Shared Service Centre please visit:

[www.pandoragroup.com/ssc-poland](http://www.pandoragroup.com/ssc-poland)

**Rather than telling you what you can or should do,  
we like to say there's nothing you can't do!**

If you possess the required competencies and are ready to join a team of passionate individuals, please send us your application at:  
[www.pandoragroup.com/ssc-poland](http://www.pandoragroup.com/ssc-poland)



Professional Development Trainee Development - Platinum

**PANDORA**