



**BNP PARIBAS**

### **SAP Solutions Support Analyst (M/F)**

BNP Paribas is one of the euro zone's leading banks, strongly positioned in its two core businesses - Retail Banking, Corporate & Institutional Banking - and present worldwide with nearly 141,500 employees in 30 European countries. In 2014, it was named one of the "Top European Employers". BNP Paribas has more than 1800 employees in Portugal and is one of the largest foreign institutions in the country.

Currently, BNP Paribas is creating a European Finance Operations Centre in Lisbon, with approximately 200 positions. This Operations Centre will be part of the Group Finance function. Group Finance is responsible for compiling and processing accounting and financial information in order to ensure the publication of financial information and to provide Executive Management with the necessary information for the entire Group's financial management.

Within Group Finance, Purchasing Solutions & Accounts Payable (PS&AP) is in charge of the cost accounting operations and tools for the Group.

The Cost Accounting Solutions (support/business) team within PS&AP Cost Accounting Services manages the request and normal/major incident Management (Level 1) on cost accounting tools.

#### **RESPONSIBILITIES**

As Support Analyst, your main tasks are to:

- Provide first-line support on cost accounting tools to businesses and entities of the Group
- Perform high-level functional analysis of incidents and propose solutions in collaboration with the business analysts of second level support
- Execute periodic controls on cost accounting tools to ensure systems are available and running smoothly
- Ensure major incident communication to management and internal customers
- Handle access rights and security-related tasks

#### **SKILLS**

- Bachelor's degree in Accounting, Finance, IT Management or in a related field
- Professional experience: Between 0 to 3 years of experience as a Support analyst in a similar role and organisation or in the field of Finance / Cost Accounting
- Experience using SAP is a plus
- Experience using Invoice workflow tool (e.g. Readsoft) is a plus
- Experience using expense claims tools (e.g. Concur) is a plus
- Fluent in English (minimum B2 Level, CECRL certificate),
- French is a plus
- Proficient in Microsoft Office Suite (Excel, PowerPoint, Word)
- Quick self-starter, pro-active attitude with ability to work in a fast changing environment and with international locations
- Rigorous and accurate
- Strong communication skills (spoken & written), resistant to stress in interpersonal contacts
- Strong analytical, problem solving, planning & organisational skills
- Available to a training period abroad (up to 3 months)