



BNP PARIBAS

Accounts Payable - Middle Office Agent (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 192.500 employees in 74 countries. BNP Paribas has more than 4300 employees in Portugal and is one of the largest foreign institutions in the country.

Within BNP Paribas, 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.

Group Finance Services (GFS) is the Group Finance service hub located in Lisbon, providing a variety of finance services to BNPP business lines and entities worldwide.

We are currently looking for **Middle Office Agents to support our Accounts Payable activities** which will be in charge of analysing and handling information requests from internal clients and external suppliers.

RESPONSIBILITIES

Your main responsibilities are:

- Handle and register requests via email from internal customers or external suppliers
- Analyse and provide adequate and timely response to all information requests
- Ensure request resolution
- Register best practices in the knowledge management database
- Provide input to improve request resolution and contribute to continuous improvement

SKILLS

- Bachelor's degree in Finance or Business
- Professional experience: 0-2 years of experience in a similar role and organisation
- Strong analytical and problem-solving skills
- Proficient in Microsoft Office Suite (Excel, Power Point, Word)
- Ability to manage priorities and work under pressure
- Strong customer orientation
- Active listening
- Dynamic and pro-active
- Accurate and rigorous
- Strong verbal and written communications skills
- Fluent in French and English (minimum B2 Level, CECRL certificate)
- Knowledge of SAP and Accounts Payable processes is a plus

WHAT WE OFFER

- In Group Finance Services we offer the possibility to integrate a young, dynamic and multi-cultural team in a solid company that still keeps growing, changing and innovating
- Full time position
- Possibility to participate in a growing project
- Internal Training on processes and tools
- Working place: city center (Lisbon)