



**BNP PARIBAS**

### **Accounts Payable Officer (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 **Accounts Payable Officer to support our activities** which will be in charge of handling electronical invoices received by e-mail.

#### **RESPONSIBILITIES**

Your main responsibilities are:

- Ensure the correct and compliant handling of all electronical vendor invoices received by email in line with the instructions;
- Classify documents based on business and legal rules;
- Perform verification and correction of data extracted by the OCR (ReadSoft OCR Solution);
- Ensure the correct integration on ERP system;
- Control and prepare reporting on technical and functional rejections of documents;
- Identify improvements in the business process and propose the required changes and improvements in the tool;

#### **SKILLS**

- Bachelor's degree in Finance or Business
- Professional experience: 2 years of experience in a similar role and organisation (scanning/OCR solutions for electronic invoicing);
- Office tools Suite (MS Excel, PowerPoint, Word);
- Fluent in English (writing and speaking) is mandatory;
- Good command of French (writing and reading) is mandatory;
- Experience in a large scale Accounts Payable department;
- Knowledge of Readsoft Modules is a plus (Readsoft Documents for Invoices and Xbound);
- The ability to work quickly with excellent attention to detail;
- The ability to perform repetitive tasks accurately.

#### **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)