



BNP Paribas is a key player in international banking, has a presence in 64 countries, with more than 178,000 employees, including nearly 145,000 in Europe. The Group supports all its customers - individuals, associations, entrepreneurs, SMEs and institutions – in the success of their projects through its financing, investment, savings and protection solutions in a changing world.

Corporate & Institutional Banking division offers tailored financial solutions for corporate and institutional clients. BNP Paribas has 200 years history in Europe and a firm position in Hungary for 30 years.

In its Corporate & Institutional Banking BNP Paribas also enjoys strong positions in the Central Europe region, with branch offices in 5 countries (Hungary, Czech Republic, Romania, Bulgaria, Greece), serving 9 countries.

BNP PARIBAS, Hungary Branch is looking for a

Accounts Payable Officer

**in permanent term contract,
based in Budapest**

Tasks & Responsibilities:

- Manages Account Payable (AP) process with high quality and timely manner via the Group applications
- Takes care of proper verification and approval of AP invoices and operational expenses
- Contributes to the overall efficient operation and image of the Bank by ensuring smooth and proper functioning of the respective sections within his/her scope
- Makes sure all related procedures are implemented and respected
- Performs regular controls to ensure compliance with regulations, procedures
- Coordinates the AP process improvement efforts including regulatory and operating model changes

- Supports communication with local authorities, provides detailed analytics if required, investigates of the transactions reported
- Taking part of Procurement, Purchasing and Facility activities of the Branch
- Prepares necessary monitoring reports of expenses to support sourcing related actions
- Supports the responsible buyer in monitoring, follow-up, renewal and overall management of contracts
- Maintains contacts with suppliers, partners and related departments
- Supports mitigation and monitoring of financial and operational risk associated to his/her scope of activity
- Supports internal and external audit missions

What qualities we are look for?

- University / College degree, preferably in economics or equivalent experience
- Professional attitude, efficiency, and accuracy
- Organizational skills and ability to prioritize tasks effectively
- High level of integrity
- Fluent in English

What we offer?

- Inspiring networking opportunities regionally in Central Europe and internationally within a global BNPP Group;
- Being part of a prestigious, ethical and sustainable global company;
- Market leading trainings, on-the-job training program;
- Working with a diverse team and belonging to an inclusive community;
- A stimulating multinational environment in a top quality office, based in Budapest, at the heart of the new downtown;
- A competitive remuneration package and flexible social benefit package with:
 - Large yearly cafeteria package
 - Extensive Private Health Insurance program
 - Language training support
 - Company Social events
 - Parking place
 - Free fruits in the office;
- Flexible working environment, with partial home-office opportunity;
- Attention to employee well-being and work-life balance