

# Accounts Payable Intern, Poznań

## Role overview

The AP Team currently consists of 26 qualified specialists based in Poznan and an additional 74 based in Noida, India. Together, we provide services for the WE countries and the Carlsberg Group Finance. Our primary goal is to manage the company's payables and ensure compliance with legal rules, policies, and regulations. Our multidisciplinary scope of responsibilities, combined with complex and exciting projects, enables our team members to grow and develop professionally and personally.

## What you'll be doing

- Handling of accounts payable processes for 14 WE markets
- Maintaining requests coming from suppliers and business
- Reconciling supplier statements and accounts
- Reviewing and taking action on overdue vendor debit and credit balances
- Assisting with Goods Receipt/Invoice Receipt account reconciliation
- Learning a variety of tools like: Excel, SAP, SharePoint, BI

## What we're looking for

We are looking for a person who:

- Have a degree in Economics or are currently studying
- Present logic and analytical thinking
- Have proficiency in MS Office, especially Excel
- Have a teamwork approach
- Are available for at least 20 hrs per week
- Speak English communicatively

## What you can expect

- 6 months of paid internship with a chance of extension
- Flexible working hours
- Working in a hybrid mode
- English as a main internal communication language
- Possibility to gain business knowledge and practical skills in international, diverse teams
- Amazing events, e.g. after work beer events

To apply please [click](#) here.

We read applications continuously and vacancies may be filled anytime. We look forward to receiving your application.