

E recruitment@bappharma.com

Accountant / Finance Manager

Location: 89420 Höchstädt a.d. Donau
Salary: Competitive + performance related bonus
Ref: BAP_FM0622
Hours: Full time
Contract Type: Permanent

Our Company

BAP Pharma are the fastest-growing, independently owned pharmaceutical clinical trials supply organisation, with specialist divisions in Comparator Sourcing, Secondary Packaging & Labelling and Global Storage & Distribution.

Our story is one of incredible growth and success, which has culminated in receiving many prestigious awards, such as recognition in Diversity & Inclusion and Social & Environmental and the expansion of our core operations internationally.

We are now looking for highly qualified, experienced and passionate professionals who are dedicated to providing unparalleled customer service, to continue to drive our business forward and become a part of our success story.

Job Description

The Accountant / Finance Manager will be responsible for all areas of finance for the office in Germany. The role will ensure cash flows are improved, bank trade financing opportunities are maximised and financial reporting is undertaken to meet company and external deadlines.

Responsibilities

- Manage relationship with key stakeholders, including banks, credit providers, our external bookkeeper and auditors
- Generate monthly internal management reporting pack to mirror UK equivalent
- Produce fully phased annual budget and regular periodic forecasts
- Maintain sales invoice data for monthly sales reporting
- Daily bank reconciliation and control of petty cash
- Process and payment of purchase invoices ensuring proper approval
- Manage purchase order process to include matching with invoices
- Verification, reconciliation and processing of company credit card and employee expenses
- Reconcile sales, purchase and nominal ledger accounts
- Analysis and accounting for monthly bank transactions leading to full reconciliation
- Ensure sales invoices are submitted on e-invoicing platforms or via email
- Establish credit control procedures to ensure prompt payment by customers
- Maintain the fixed asset register and capital expenditure data
- Review monthly payroll process and maintaining headcount data
- Monitor intercompany transactions for monthly reconciliation
- Prepare monthly stock valuation from Orderwise system
- Prepare monthly Intrastat data and EC sales for submission
- Manage monthly VAT return process
- Prepare monthly accruals and prepayments
- Understand how the DATEV system functions

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Experience

- Several years of professional experience in the field of accounting, finance or controlling
- Understanding of German Accounting, previous experience of using DATEV
- Working within a multisite international business (Offices in UK, Germany and US)

Requirements

- Degree in Accounting, Controlling or Finance or relevant accounting qualification
- Advanced Excel skills
- Fluent in German and English
- Excellent communication skills and ability to communicate at all levels of the business internationally
- Able to work under pressure and to deadlines
- Excellent prioritising skills
- Strong analytical skills
- Methodical
- Excellent attention to detail
- Flexible and adaptable

BAP Pharma are committed to enabling a supportive work environment, which is diverse and inclusive and based on mutual respect. We are proud to employ a diverse range of employees from different cultures and backgrounds.

BAP Pharma offers comprehensive training and development programmes to employees to enable them to excel in their roles. We provide our team with a platform in which to continually progress and excel and deliver on our promises to our clients.

Our people are our greatest asset, we pride ourselves on the great experience we offer our employees – become a part of our exciting future – come and join BAP Pharma!

You can apply to this role through the BAP Careers Portal [here](#).