

Job Specification

Job Title: AP and Expenses Junior Accountant	
Location: Warsaw, Poland	Reports To: GSC AP Invoices Team Leader
Direct Reports: None	Travel Required: If necessary
Working Pattern: Full Time	Contract Type: Permanent
Role Purpose: AP and Expenses Junior Accountant will be responsible for processing invoices and expense claims in a timely and high quality manner as defined by Service Level Agreements and Customers' expectations, responds to assigned enquires, resolves open items with vendors and collaborates closely within the AP and Expenses team seeking opportunities for continuous improvement, good customers experience and contributing to a positive working atmosphere.	
Key areas of responsibility: <ul style="list-style-type: none">• Code and process invoices and expenses claims in line with procedures• Ensure that all processed documents are posted in accordance with accounting rules and legally compliant• Reverse and post corrections of the documents posted with error• Handle supplier/customer requests and enquiries• Write and maintain process documentation• Perform all activities in line with agreed SLAs and KPIs• Both share and apply best practice in Accounts Payable area• Communicate with internal and external customers in an efficient and effective manner• Ensure that all relevant company's standards and guidelines are met• Support AP and Expenses Team in daily tasks	
Skills, experience and characteristics: <ul style="list-style-type: none">• English skills minimum at level B2• Any relevant experience in Finance department will be a strong asset• University degree preferably in accounting area courses (may be yet completing the studies if available for the full time job)• Familiarity with MS Office, accounting software• Attention to details• Analytical and problem – solving skills• Excellent communication (written and oral) and interpersonal skills• Creativity and open mind attitude• Very good self – organization and target orientation skills• Customer and teamwork focus and capability• Strong organizational, multi – tasking, and time- management skills• Flexibility, especially in the period of the month/year – end closing	

The Firm

DLA Piper is a global law firm with lawyers located in more than 40 countries throughout the Americas, Europe, the Middle East, Africa and Asia Pacific. Our global reach ensures that we can help businesses with their legal needs anywhere in the world. We strive to be the leading global business law firm by delivering quality, service excellence and value to our clients and offering practical and innovative legal solutions to help them succeed. Our clients range from multinational, Global 1000, and Fortune 500 enterprises to emerging companies developing industry-leading technologies, as well as government and public sector bodies.

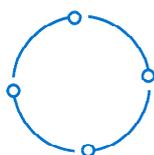
Our Values

In everything we do connected with our People, our Clients and our Communities, we live by these values:



Be Supportive.

We care about others, value diversity and act thoughtfully.



Be Collaborative.

We give, we share and we join in.



Be Bold.

We stand tall and challenge ourselves to think big.



Be Exceptional.

We exceed standards and expectations.

Diversity and Inclusion

At DLA Piper we are working hard to ensure that our talent pool is diverse. For us, diversity isn't just about visible differences, it's the unique blend of talents, skills, experiences and perspectives that makes each of us an individual.

We know it's crucial to have a culture and environment where those differences are genuinely valued and that's why we strive to be a business where everyone can thrive, develop and succeed based on their talent. Our aim is to build an inclusive and supportive culture where all our people feel they belong and can achieve their best.

Agile Working

We recognise that people have responsibilities and interests outside of their career and that as a business, we all benefit from working flexibly. That's why we are open to discussing with candidates the different ways in which we are able to support requests for agile working arrangements.

Pre-Engagement Screening

In the event that we make an offer to you, and where local legislation permits, we may conduct pre-engagement screening checks that may include but are not limited to your professional and academic qualifications, your eligibility to work in the relevant jurisdiction, any criminal records, your financial stability and references from previous employers.