



TotalEnergies Corbion

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Vacancy title: Accounts Payable Specialist

Department: Finance

Location: Gorinchem, NL

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We are hiring! Are you our new Accounts Payable Specialist?

TotalEnergies Corbion is a global technology leader in bioplastics, so called Poly Lactic Acid (PLA). Our products offer a 75% reduction in carbon footprint compared to most traditional, fossil-based plastics! Our core belief is that our Luminy® PLA bioplastics can have a real and meaningful impact toward **creating a better planet for current and future generations**.

Our core values are Safety, Integrity, Ambition, and We enable others to do good. And we act like it. In addition, we actively embrace diversity in how we work together and contribute towards our shared objectives and values. By joining TotalEnergies Corbion, you will become an employee in a company where you can feel pride of your achievements and develop your career with global prospects.

What is the purpose of the job?

As Accounts Payable Specialist you will be part of our Finance team and responsible for everything regarding our accounts payable, timely process of our purchase orders and general accounting and supporting finance activities. A perfect opportunity for a finance minded potential or professional who likes to gain knowledge in the finance field and has the ability to grow as our company is rapidly expanding. It's an office based - with the opportunity to work from home - global role, reporting to our Finance manager, based at our headquarters in Gorinchem.

We are looking for someone who has attention to detail, knows how to handle excel and feels at ease being responsible for the following:

- Our accounts payable process whereby you will charge expenses to accounts and cost centers by analyzing invoice/expense reports; record AP invoices and expense claims. You will also monitor the internal approval process of AP invoices and prepare general journal entries (initiated by yourself or colleagues) related with AP.
- You will prepare weekly payments to vendors, monitor discount opportunities; resolve discrepancies (purchase order, contract, invoice, payment, etc.); enable appropriate documentation; ensure credits are received for outstanding memos; issue stop-payments or purchase order amendments.
- One of your other Important tasks is to pay our employees by receiving and verifying expense reports and requests for advances.
- You also verify vendor accounts by reconciling monthly statements and related transactions.
- You make sure we have our purchase order process handled correctly.

- Furthermore you maintain and update historical records by saving and filing documents. organize and track vendor communications, report VAT by calculating requirements on paid invoice, record transactions (outflow) of the bank accounts on a daily basis, maintain vendor data and contract management.
- You will support the month-end, quarter-end, and year-end close activities as well as interact with auditors.
- You will be part of the implementation team to test, validate and implement our new ERP system including the automatic scanning and processing of purchase invoices.
- You will be open to participate in various projects and collaborate with other departments.

All in all you are the specialist with regards to all our purchasing and payments. You like to work in a challenging environment with a broad scope on financial activities. You like to question the state of the art in order to improve our processes and develop yourself.

What does your background and skillset look like?

It's useful if you recognize yourself in the below profile.

- **Experience:**
 - A background in Finance, or at least 3 years of experience in a finance role. A starter with a bachelor's degree (HBO);
 - or an experienced worker with a MBO degree (MBO level 4).
- **Knowledge & Skills:**
 - Excellent interpersonal, and communication skills, and a high level of integrity.
 - Strong communication skills; fluent in English. Excellent written and verbal communication skills.
 - Thrives on working in a challenging environment.

These criteria are an indication of the profile we are looking for. Research shows that male candidates often apply when they see a 60% match with the profile, while women only apply when they see a 100% match. If you don't meet all the criteria but you do believe that this is the right position for you, we kindly invite you to apply anyway or get in touch.

Who are we and what do we offer you?

We offer competitive remuneration and benefits, and your location will be in TotalEnergies Corbion head office in Gorinchem, The Netherlands. You will be part of our Finance team and work together with colleagues both in the head office and at site in Thailand. Our company is made up of talented, dedicated people – people who share a purpose and a vision.

Our employees are passionate about what they do: they are experts in their field, eager to develop for the future and motivated by developing sustainable solutions. Our leaders are our role models, they guide us the way to sustainable innovation by expressing our core values and competencies.

We offer you the chance to join a global fast-growing company with a mission to create a better planet for current and future generations:

- Culture to empower people and where your initiatives and ideas make a real difference.
- International focus with truly diverse teams
- Friendly & informal culture in a demanding professional environment

Interested? Get in touch!

Please apply by submitting your resumé and cover letter to Patrick van Vliet, Finance Manager (patrick.vanvliet@totalenergies-corbion.com).