

Franklin Templeton Investments remains a leading global investment management organization for more than 65 years thanks to our greatest assets - our employees. With over 9,000 employees working in 35 countries around the world to service over 240 financial products, we offer an exceptional range of diverse career options. Our corporate values reflect the best of our employees. We believe in putting clients first, building relationships, achieving quality results, and working with integrity. We strive to bring a balance of work and life to our employees.

Expense Management Specialist

Location: Poznań

Job description:

We are looking to recruit an Expense Management Specialist to join the team in Poznan. You will perform a detailed review of electronic and manual expense reports in accordance with departmental procedures. Daily review of employee expense reports to determine policy compliance, accuracy and completeness. Conduct Monthly Operating Checklist (MOC) activities to support the overall program management such as cardholder delinquencies. Provide support for customer service inquiries as they relate to the review and approval of expense reports. Oversee the employee corporate credit card application process.

Ideal candidate:

- Ideally educated to University degree level and also within the field of accounting and/or finance.
- 2-5 years' relevant work experience; financial services preferred.
- Fluent English
- Solid knowledge of fundamental accounting and AP operations.
- Solid knowledge of automated expense reporting system
- Working knowledge of Microsoft Applications required.
- Ability to communicate effectively both orally and in writing and to establish and maintain cooperative working relationships with persons contacted in the course of performing assigned duties including company management.
- Ability to operate effectively in a deadline-sensitive and customer-service oriented environment.
- Ability to exercise independent judgment consistent with department guidelines
- Strong attention to details and organizational skills.
- Ability to handle multiple priorities and deadlines

WE OFFER:

- Possibility to develop your career in a Global environment
- Attractive location (Malta House)
- Benefit package: medical insurance, Life Insurance, Assistance Package, Employee Assistant Program, MultisportCard, Staff investment program
- Stable employment conditions
- Free gym in your office
- Friendly and supportive working environment
- Participation in international projects
- Possibility to lead or support Charity Events

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