

**CARE** CHANGES  
EVERYTHING.

**Beiersdorf**

HOME OF



**Eucerin**

**Hansaplast**

**LA PRAIRIE**  
SWITZERLAND

**CHANTECAILLE**

## ACCOUNTS RECEIVABLE ASSISTANT

At Beiersdorf UK, we invest time into developing our own leading skin care brands – Nivea, Eucerin, and Elastoplast – to ensure we continue to provide our customers with the products they need to live a happier, fuller life.

As Accounts Receivable Assistant you will provides efficient, effective and accurate Accounts Receivable administration to ensure invoices are paid within agreed terms.

You will partner the sales team to ensure correct allocation of promotional invoices to agreements.

This is a 12 month Fixed Term Contract

### YOUR TASKS

#### Accounts Receivable Management

- Ensure customers are paying in line with agreed terms
- Resolve customer disputes relating to pricing and shortages with the Sales and Supply Chain teams
- Partner with the shared service centre to ensure payments are correctly allocated

#### Promotional Invoice Management

- Approval via workflow or promotional invoices from customers and allocation to the correct agreement
- Partnering the Sales Controlling and Sales teams to ensure agreements are invoiced correctly

#### Audit Claim Management

- Investigation of historic audit claims received from customers for pricing and promotions

### YOUR PROFILE

- Experience in Accounts Receivable operations and understanding of basic bookkeeping
- Mathematical mindset. Good grades in GCSE Mathematics and English
- SAP experience desirable but not required
- Analytical and problem-solving skills with strong attention to detail
- Strong communicator
- Collaborative team player

### ADDITIONAL INFORMATION

A competitive salary, annual bonus (subject to conditions), hybrid working, 25 days holiday, defined contribution Pension, private medical, discounts on products, buy & sell holidays.

At Beiersdorf, we embrace Diversity and aim to provide equal opportunities to all of our applicants – regardless of e.g. gender, sexual identity, nationality, ethnicity, religion or ideology, disability or age.

### JOB DETAILS

Contract Type: Limited, 1 Year / Full-Time  
Country / City: United Kingdom / Birmingham  
Company: Beiersdorf UK Ltd.  
Job ID: 15689

- Prioritisation to ensure all key deadlines are met