

EY is in the business of delivering seamless, consistent, high-quality professional services worldwide. We have over 200 000 individuals across 140 countries, with an array of talents, who deliver these services daily. Our Shared Services Centre - EY Global Services (Poland) Sp. z o.o. started operations in January 2011 in Wroclaw. As GDN Poland our center provides services which include Finance & Accounting, People Shared Services, Knowledge, Program Execution Services, Business and Creative Services and IT Services. We support our clients in 11 European languages: Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Spanish, Swedish and Polish.

As of today, GDN Poland is the only EY GDN entity in Europe. It provides high quality and value-added support to our customers who are EY member firms, working to agreed principles of exceptional client service.

Currently the center is seeking candidates for the position:

## **Billing Associate with Dutch**

### **Requirements:**

- ▶ Very Good Dutch (written and oral) at least C1 level and good English (B2 level)
- ▶ Bachelor degree in finance or other business related major
- ▶ At least 2 years of accounting experience or SSC/BPO
- ▶ Communication skills and experience gained in a shared services organization
- ▶ Advanced MS excel skills or at least intermediate level
- ▶ Ability to identify opportunities for improvements
- ▶ Experience working in a team and also independently
- ▶ Experience in providing trainings

### **Essential Functions of the Job:**

- ▶ Create Draft and Finalize internal and external invoices in financial billing system
- ▶ Process all client engagement setup and maintenance in financial system
- ▶ Prepare regular reports such as billing analysis
- ▶ Help Client Servicing Team in completing budget to actual review reports
- ▶ Generate ad hoc reports whenever required by Client Servicing Team
- ▶ Respond to customer queries via e-mail and phone in a timely and professional manner
- ▶ Adhere to the efficiency, quality and business conduct parameters
- ▶ Implementing automation and process standardization
- ▶ Support onboarding process to help acclimate new team members and provide professional and thorough training sessions to new joiners including theoretical and practical trainings
- ▶ Help team members identify learning needs and provide suggestions to meet these needs through learning, experiences, or coaching
- ▶ Support Supervisor in work quality control, workload distribution or any AD HOC tasks assigned
- ▶ Contribute to a positive team environment by demonstrating consistent commitment and optimism toward work challenges
- ▶ Deliver technical excellence by promoting knowledge-sharing and conveying information tailored to audience needs, utilizing graphics, tables and models, develop presentations that are clear and meaningful to the audience
- ▶ Produce, with limited supervision, complete and accurate work within a range of functional activities
- ▶ Attend client meetings and events to develop closer relationships and better understand client needs and issues

### **We offer:**

- ▶ Work in a young and dynamic teams
- ▶ Multisport card
- ▶ Private medical care

- ▶ Life insurance
- ▶ Language classes
- ▶ Healthy lifestyle program
- ▶ Sport groups
- ▶ Internal training sessions
- ▶ ACCA certification

If you are interested in these positions please send your resume in English (CV) by clicking **APPLY** at the bottom of the notice

[Aplikuj](#)

Please be advised that we will contact selected candidates

Please include the following statement: "I agree to process my personal data included in the job offer for the recruitment process in accordance with the Law of 27.08.1997r. Coll. Laws of 2002, No. 101 , pos. 923, as amended. "

  
**EY**

**Building a better  
working world**