

Driving decarbonization and digitalization. Together.



Accounts Payable Trainee (f/m/div)

Job description

We have a new opportunity for you to join our Accounting Services in Porto! If you are an enthusiastic team player, looking forward to developing your skills and knowledge in accounting, this is the chance you've been waiting for! Apply now and become part of our international and fast-paced company.

As an Accounts Payable Trainee, you will ensure the quality and effectiveness of the processes, securing compliance while providing accurate information and timely reporting.

In your new role, you will:

- **Process invoices** and **check system information accuracy**;
- **Understand treasury policy** concerning regular payments;
- Maintain **communication with local teams** (requestors);
- **Extract reports** from the system and **analyze** them;
- **Support** with **invoice workflow related tasks**;
- **Help with daily/weekly controls** (Workflow related);
- **Clear and maintain accounts**;
- **Ensure that our balances match the financial information.**

Profile

You have attention to detail at all times and are a good communicator that speaks with ease to all levels and functions of the organization. You thrive while working in an international and multicultural environment.

You are best equipped for this position if you:

- Have a **degree** in **Accounting, Finance, Economics**, or an equivalent field;
- Have **good knowledge of IT tools**, especially Excel and Outlook. SAP is a plus;
- Are a **proactive and dynamic team player**;
- Are **fluent in English**.

Please send us your **CV in English** so we can get to know you better.

Benefits

At a glance

Location: **Porto (Maia) (Portugal)**
Job ID: **HRC0760727**
Start date: **as soon as possible**
Entry level: **0-1 year**
Type: **Full time**
Contract: **Temporary**

Apply to this position online by following the URL and entering the Job ID in our job search. Alternatively, you can also scan the QR code with your smartphone:

Job ID: **HRC0760727**
www.infineon.com/jobs



Contact

Sofia Carvalho
Recruiter



- **Porto (Maia):** Möglichkeit für Coaching, Mentoring & Netzwerken; Trainingsangebot & strukturierte Entwicklungsplanung; Möglichkeit zur internationalen Entsendung; Verschiedene Karrierepfade: Project Management, Technical Ladder, Management & Individual Contributor; Flexible Arbeitszeit: Vertrauensgleitzeit; Möglichkeit zum Home Office; Offenheit für Teilzeit (auch in der Elternzeit); Medical Coverage; Gesundheits- & Vorsorgeprogramme; On-site gym; Kantine; Versicherungsangebot zu attraktiven Konditionen; Lohnfortzahlung im Krankheitsfall; Erfolgsbonus; Möglichkeit mobil aus dem Ausland zu arbeiten (EU)

Why Us

Driving decarbonization and digitalization. Together.

Infineon designs, develops, manufactures, and markets a broad range of semiconductors and semiconductor-based solutions, focusing on key markets in the automotive, industrial, and consumer sectors. Its products range from standard components to special components for digital, analog, and mixed-signal applications to customer-specific solutions together with the appropriate software.

– Feel welcome at Infineon Shared Service Center in Porto! –

Our multifunctional business model is focused on high quality services through operational excellence with engaged people. We are recognized globally at Infineon as a valuable business partner.

These are the main business services on our site: Finance, Procurement, Human Resources, Cyber Security, Robotic Process Automation, IT, Audit, Legal, Compliance, Business Continuity among other areas that consolidate us as a high-quality partner. You will find a very open and approachable working culture at Infineon Porto, focused on promoting our people engagement and well-being at work.

We are on a journey to create the best Infineon for everyone.

This means we embrace diversity and inclusion and welcome everyone for who they are. At Infineon, we offer a working environment characterized by trust, openness, respect and tolerance and are committed to give all applicants and employees equal opportunities. We base our recruiting decisions on the applicant´s experience and skills.

We look forward to receiving your resume, even if you do not entirely meet all the requirements of the job posting.

Please let your recruiter know if they need to pay special attention to something in order to enable your participation in the interview process.

[Click here](#) for more information about Diversity & Inclusion at Infineon.

