Are you looking for a role that combines your passion for process automation and involvement in global transitions? We have the perfect opportunity for you! On behalf of our client, a global powerhouse, representing some of the most iconic artists and labels worldwide, we are looking for a candidate for the position of **Purchase-To-Pay Expert**.

If you are looking for a position where you will oversee the PTP process (rather than executing day-to-day operational tasks), collaborate with cross-functional teams, and act as a subject matter expert - this is the role for you!

Purchase-to-Pay (PTP) Expert Accountant

Nr ref.: 118/10/2026/PT/270875/jobs.pl Warszawa (mazowieckie)

What you can expect from us?

- highly remote hybrid setup! (work from the office - two days a month, plus rare exceptional occasions);
- employment contract;
- private medical care and life insurance.

Employment agency entry number 47

this job offer is intended for people over 18 years of age

What will your tasks involve?

supervision, monitoring, and quality assurance:

- oversee the day-to-day activities of the third-party P2P team to ensure adherence to established
  processes and policies;
- monitor transactional activities, such as purchase requisitions, purchase orders, invoices, and
  payments, to ensure accuracy, completeness, and compliance;
- perform regular audits and quality checks to assess the accuracy of P2P transactions and promptly address process gaps and non-compliance issues;
- monitoring of third-party P2P team to ensure adherence to established processes and policies.

support and training:

- provide guidance and support to the PTP team/ third-party and local teams in resolving complex P2P issues and escalations;
- conduct training sessions and workshops to enhance the team's knowledge and skills in P2P processes.

process improvement:

- collaborate with cross-functional teams to identify opportunities for process optimization and
  automation within the P2P cycle;
- implement best practices to improve operational efficiency.

compliance and Risk Management:

- ensure compliance with internal policies, external regulations, and industry standards;
- review / assess the accuracy of P2P transactions and promptly address process gaps and

non-
compliance issues;

- ensure up to date and complete documentation (SOPs, DPMs).

performance metrics:

- comprehend and monitor key performance indicators (KPIs) to assess the third-party team's performance and also prepare PTP Dashboards;
- generate regular reports and dashboards to track and communicate progress.

transition:

- support and coordinate together with Process Owner and global team;
- prepare comprehensive desktop procedures to ensure a seamless transition process;
- actively participate in transition calls to facilitate effective communication and coordination;
- capture and document essential knowledge for a smooth handover of responsibilities.

What we expect from you?

- minimum 4 years of experience in PTP process (including vendor master data, payment, and invoicing processes), preferably in an international SSC / GBS;
- bachelor's degree in Accounting preferred;
- ability to process banking transactions;
- proficiency in MS Office;
- knowledge of SAP (knowledge of Basware and Console systems is a plus);
- detail-oriented, strong organizational skills, and demonstrated initiative;
- ability to manage and work across multiple shared email inboxes;
- presentation skills and the ability to communicate clearly and concisely;
- strong problem-solving abilities;
- proactive and self-motivated (self-starter);
- flexible working style;
- full fluency in Polish and English (reading, writing, and speaking - C1);
- knowledge of an additional foreign language is a plus.