

# 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 looking forward to developing your skills and knowledge in accounting, apply now and join our dynamic team in Porto, becoming part of an 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:

- **Analyze and 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** and ensure that our balances match the financial information;
- **Clear and maintain accounts**.

### Profile

You are result-oriented and have a structured and self-driven working style. You are a good communicator and can quickly establish successful cooperation within the team. You thrive while working in an international and multicultural environment.

You are best equipped for this task if you:

- Have a **Bachelor's degree in Accounting, Finance, Economics**, or an equivalent field;
- Have **good knowledge of MS Office tools**, especially Excel and Outlook. SAP is a plus.
- Demonstrate **high-quality standards** and **responsibility**;
- Are **proactive**, with a sense of urgency and attention to detail;
- Are **fluent in English**. German would be a plus.

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

### At a glance

Location:

Job ID: **HRC0937774**

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: **HRC0937774**  
[www.infineon.com/jobs](http://www.infineon.com/jobs)

### Contact

**Sofia Carvalho**  
Recruiter



# Why Us

## **#WeAreIn for driving decarbonization and digitalization.**

As a global leader in semiconductor solutions in power systems and IoT, Infineon enables game-changing solutions for green and efficient energy, clean and safe mobility, as well as smart and secure IoT. Together, we drive innovation and customer success, while caring for our people and empowering them to reach ambitious goals. Be a part of making life easier, safer and greener.

### **Are you in?**

#### **- Welcome to Infineon Technologies Business Solutions in Porto! –**

Infineon Technologies Business Solutions is a vibrant global hub, driven by diverse talents and an operational culture of excellence, in a privileged geographic location. The team of more than 25 nationalities works together in a dynamic, diverse and inclusive environment. We lead innovation and digital transformation, shaping the future of Infineon Technologies. At the heart of everything we do, people matter most. Our ultimate goal is to craft a unique experience for both our customers and employees.

At our site you will find a range of diverse teams that have built a reputation for delivering high-quality services for all Infineon in Finance, Procurement, Human Resources, IT, Audit, Legal, Compliance, Business Continuity and Sustainability, Cyber Security, Communication, Corporate Supply Chain Logistics and Sales & Marketing. Porto is a powerhouse of ideas and solutions, a key player in the global company's puzzle, delivering specialized services and innovative solutions.

Together, **Infineon Technologies Business Solutions** will continue to shape the future, driving innovation and excellence for years to come.

#### **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.

