

## EMEI Expenses Coordinator

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Company: Taleo BE

Location: United Kingdom

Category: business-and-financial-operations

## EMEI Expenses Coordinator

[REDACTED] (if you are based near Bedford, this would be a preference)

**Contract** Initial 6 month FTC with a view to go permanent after successful review

**Are you ready for your next career challenge?..**

### The Role:

Leidos requires an experienced **Expenses Coordinator** to take ownership of our UK and international expenses.

This role is **initially an 6 month FTC with a view to go permanent after successful review.** You will own the EMEAI expenses process, support employees and ensure claims are compliant and employees reimbursed promptly.

This is an exciting mixed role that requires an experienced finance professional who can navigate the complexities of the Leidos business and its systems. The role requires knowledge and experience of tax rules around expenses, experience of expense systems, primarily Concur, competence in Excel and experience in journal posting, reconciliations and query resolution.

We are looking for an individual with the capability to take on this volume heavy role while being a fantastic communicator, able to work with employees from across the business both in writing and verbally.

### Responsibilities:

The tasks below represent the full range of responsibilities within the remit, this role

will initially be focused on the international teams where the process is more manual.

### **Key Tasks:**

#### Expense Review:

Daily review of expenses in concur – based on prescribed checks

Daily review of expenses submitted by international team (Excel)

Periodic collation of international expenses

Initiate payment of international expenses

Ad-hoc queries and employee support

#### Corporate & Purchasing cards:

Full administration of employee's corporate card schemes – setup and management

Periodic statement review and payment

Monitor and control exceptions

#### Reconciliation and reporting:

Periodic reconciliation of all associated balance sheet accounts

Review and correction of suspense items

### **Role Additions:**

This role may be required to crossover and support the AP function so general AP experience is required

Support and recommend future system improvements and process changes

### **Required Skills:**

Proven track record in a similar finance role

Understanding of basic accounting norms – double entry, general ledgers and sub-ledgers

Great interpersonal skills and judgement for dealing with internal stakeholders

Proven record of working with and understanding ERP and expense systems

Pro-active problems solving approach

Be committed to a 6 month FTC with a view to going permanent

**Desired Skills:**

An accounting qualification – AAT

Accounting experience

Advanced Excel skills

**Clearance Requirements:**

Clearance to Start BPSS

Clearance for Role BPSS

**Leidos UK! Join our team and discover a culture of collaboration, innovation, diversity, trust, caring management, communication transparency, work-life balance, and overall job satisfaction...**

**What we do for you:**

At Leidos we are PASSIONATE about customer success, UNITED as a team and INSPIRED to make a difference. We offer meaningful and engaging careers, a collaborative culture, and support for your career goals, all while nurturing a healthy work-life balance.

We provide an employment package that attracts, develops and retains only the best in talent.

Our reward scheme includes:

- Contributory Pension Scheme
- Private Medical Insurance
- 33 days Annual Leave (including public and privilege holidays)
- Access to Flexible benefits (including life assurance, health schemes, gym memberships, annual buy and sell holidays and a cycle to work scheme)
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**Commitment to Diversity:**

We welcome applications from every part of the community and are committed to a truly

diverse and inclusive culture. We foster a sense of belonging, welcoming all perspectives and contributions, and providing equal access to opportunities and resources for everyone. If you have a disability or need any reasonable adjustments during the application and selection stages please let us know, and we will respond in a way that best fits your needs.

### **Who We Are:**

– we work to make the world safer, healthier, and more efficient through technology, engineering and science.

**Leidos** is a growing company delivering innovative technology and solutions focused on safeguarding critical capabilities and transformation in frontline services, our work in the United Kingdom includes addressing some of the most complex problems in defence, healthcare, government, safety and security, and transportation.

### **What Makes Us Different:**

**Purpose** you can use your passion and abilities at Leidos to keep the people you care about safe. We are at the forefront of machine learning, AI, cyber security and solutions. Using your skills in the technology frontline by helping to build a safer world. You can *inspire* change.

**Collaboration:** having *flexibility* to do your job is one of our core benefits, enabling you to become part of our extraordinary team. We have been empowering our people to work flexibly for years. Whether you work from home, the office or on customer sites, we will give you the digital tools and the flexibility to work smarter and align your needs and ours.

**People:** Leidos *empowers* people from every background to be themselves and gives you the tools to learn new skills by *enabling growth whilst developing* We believe that extraordinary people need opportunities to grow, *to be inspired* and to inspire others. At Leidos, we invest in technical academies, career rotations and a career development plans that enhance your future.

### **Pay Range:**

██████████ pay range for this job level is a general guideline only and not a guarantee of compensation or salary. Additional factors considered in extending an offer include (but are not limited to) responsibilities of the job, education, experience, knowledge, skills, and abilities, as well as internal equity, alignment with market data, applicable bargaining agreement (if any), or other law.

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