

## Financial Analyst

Freudenberg is a global technology group that strengthens its customers and society long-term through forward-looking innovations. Together with our partners, customers and the world of science, we develop leading-edge technologies, and excellent products, solutions and services for 40 market segments. The Freudenberg Group employs some fifty thousand people in around 60 countries worldwide and generates sales of nearly nine billion euros.

Freudenberg Performance Materials is a leading global supplier of innovative technical textiles for the markets of automotive, building materials, apparel, energy, filter media, healthcare and building interiors, among others. The company generates sales of more than 1 billion euros, has 33 production sites in 14 countries around the world and some five thousand employees. Freudenberg Performance Materials attaches great importance to social and ecological responsibility as the basis for its business success. For more information, please visit [www.freudenberg.com](http://www.freudenberg.com).

### Responsibilities:

- Manages profiles, limits and rights of users, companies, banks, accounts and the like in Coupa Treasury and other finance applications and sets up the necessary IT apps and tokens
- Assists users with basic problems and manages user passwords
- Prepares reports and presentations, often of a complex or confidential nature
- Assignments include processing and maintaining data (facts, figures) as well as basic data analytics
- Operate and execute tasks efficiently and effectively using various Company information systems
- Performs a variety of administrative tasks in support of CTF
- Assists in the creation and maintenance of forms or documents
- Answers moderately complex questions about CTF policies or offerings.
- Maintains assigned CTF systems.
- Uses assigned functional software like Coupa Treasury, inputs data, processes payments; maintains records of completed transactions. Answers moderately complex questions and resolves issues
- Inputs finance and treasury related data into company systems and compiles standard reports for management review
- Verifies data integrity and completeness across different reporting / software systems
- Develops and revises standard reports
- Assists with administrative activities and communications with other stakeholders such as Group companies
- Ensures that operations comply with organizational policies and procedures.
- Participates in and contributes to special projects as directed by CTF

### Our expectations:

- Bachelor's Degree required; Master's Degree is a plus
- Three to five years of experience in corporate office is a plus
- Advanced knowledge of English (German language is an advantage)
- Must possess solid working knowledge of Microsoft office (Word, Excel and Power Point)
- Systems experience – (SAP, Coupa Treasury or related)
- Professional experience in treasury and finance is a plus
- Must possess ability to learn and use various company Information Systems effectively
- Precise attention to detail
- Possess solid written and oral communication skills
- Professionalism and confidentiality
- Interpersonal skills with the ability to build collaborative relationships and work with teams
- Advanced analytical and critical thinking skills