

Pfizer UK Undergraduate Programme 2018/2019

Compliance Undergraduate

UK Compliance

IDM - Compliance

Department Overview

Centre of Excellence for the UK commercial operations providing oversight, leadership, guidance and transactional support for the broad range of compliance processes that support customer activities.

Critically, the centralized team provide an efficient high volume administrative support process that ensures our financial interactions with customers meet internal and external legal/regulatory compliance requirements – including ABPI code as well as all anti-bribery and anti-corruption requirements.

What can I achieve and what will I be responsible for whilst completing a placement at Pfizer?

Provide analytical and project support for the team to monitor compliance process efficiency and effectiveness – and support continuous process improvement efforts to further simplify processes, enhance compliance and customer experience. To support the implementation of a range of compliance initiatives.

Other responsibilities will include:

- Measure and analyse process effectiveness – through sampling of transactions relating to customer activities, review of historic process data and surveys
- Lead the reporting process to feed back specific issues to communicate specific colleagues and leaders as required to drive improvement.
- Utilise data and process analysis to identify opportunities for process improvement
- Support the team in developing and implementing improvements – including supporting the development of support materials and communications.
- Accountability for executing due diligence on external organisations receiving funding
- Data cleansing and analysis for payments to support payment disclosure requirements

What other opportunities and benefits do Pfizer offer?

Excellent opportunities to interact with all 7 UK commercial businesses - and the key enabling functions. This gives a rare opportunity to get a broad overview of a large organization. The role provides ideal environment for developing problem solving and continuous improvement skills. Good scope for developing analytical skills, data mining and system development.

When can I start?

Placements will start on 3rd September 2018 and will run for 12 months.

PERSON SPECIFICATION

Type of person we are looking for, in relation to 'Skills', 'Knowledge' and 'Motivation':

- **Skills**
Role would be particularly suited to those with strong analytical skills, an eye for detail and an interest in process improvement.
- **Knowledge**
Due to the compliance processes involved, the role would be particularly suitable for those interested in legal/accounting roles as well as business studies
- **Motivation**
Excellent opportunity for those looking for a broad understanding of commercial operations within the pharmaceutical industry

Please note that we only accept application forms. Please do not send over your CV or cover letter as they will not be considered.