

Job Description: Accounts Payable Officer

Job Summary/Objective:

To proactively manage the Accounts Payable process, including the timely and accurate processing and payment of all compliant and approved creditor invoices.

Responsibilities & duties:

- Process Accounts Payable invoices in line with business rules, including:
 - Receiving invoices via email and assessing for legibility and validity
 - Matching invoice to Purchase Orders and Goods Receipt Note
- Enter matched invoices accurately
- Run invoices due for payment report for approval
- Upload payment files for approval
- Resolve EFT rejections
- Process foreign currency invoices
- Process credit notes and match to supplier invoices
- Track and process approved employee expense claims
- Perform monthly supplier reconciliation
- Maintain supplier master file
- Ensure timely response to supplier queries
- Prepare analyses of accounts and produce monthly reports
- Drive continuous improvement across the Accounts Payable process

Skills/Attributes required:

- Strong understanding of Finance systems and processes
- Excellent verbal and written English communication skills
- Proactive, highly motivated and flexible
- Highly organised and attention to detail
- Strong data entry skills
- Experienced with MS Office including Word, Excel, and Outlook
- Experience working with Western companies (preferred)

Qualifications/Experience required:

- Bachelor degree preferably Business Administration, Accountancy or Finance
- 1 - 2 years experience in an Accounts Payable role
- Accounting/CPA qualified (preferred)