



## **Accounts Payable Officer – Maternity Leave Position (12 months Fixed Term Contract)**

### **Main duties:**

The role of the Accounts Payable involves providing financial, administrative and clerical support to the organisation. Their role is to complete payments and control expenses by receiving payments, plus processing, verifying and reconciling invoices. The role also requires the day-to-day management of all payment cycle activities in a timely and efficient manner.

Your role as an Accounts Payable Officer will see you responsible for tasks such as:

- Process approximately 500 invoices weekly;
- Maintaining vendor's profile in the accounting software;
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances
- Maintaining historical records
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Preparing analyses of accounts and producing monthly reports
- Continuing to improve the payment process
- Ad hoc duties

### **What you'll need to succeed**

#### Qualifications:

An understanding of basic bookkeeping and accounting skills is required. A degree in the following subjects would be beneficial for this position:

- Finance or Economics
- Business Studies
- Accounting

#### Working experience/skills

- Attention to detail and data entry skills are essential
- More than three years' experience in relevant roles in accounting/finance department but not essential
- Intermediate Excel user
- Communication skills and a problem solver
- A quick learner

#### Work ethics/manner

- Proactive in your approach
- Able to interact in a professional manner across the business.
- Time management and able to meet the deadline
- A team player
- Mature and resilience
- Punctuality
- Able to work under stress

### **Benefit of working with us**

- Competitive salary package
- A good work life balance
- Supportive working environment

\*\*\*\*\* **We respectfully request no recruitment agency approaches\*\*\*\*\***