

ACCOUNTS PAYABLE TEAM MEMBER - Job Summary

Responsible for the receipt and **timely processing and accuracy of all supplier invoices, employee expenses and petty cash** accordingly with the procedures in place in the company.

Primary Job Functions Include

- Process and monitor incoming invoices flow from suppliers via the different invoicing channels - GR/IR.
- Register invoices timely and accurately according to the Group's accounting policies.
- Partner with the teams and suppliers to ensure all documents are accounted for in the system.
- Review vendor ledger entries and investigate issues with a high level of accuracy.
- Investigate and resolve payment issues.
- Review Vendor information in the system to ensure data is up to date (IBAN, VAT number, etc.)
- Perform Vendor Statement Reconciliations to ensure matching of liabilities between the Company and Suppliers.
- Investigate differences between vendor statements and ledger details and/or reimbursement claims and receipts.
- Maintain internal standards, processes and routines based on group requirements.
- Manage limited Non-Purchase Orders (PO) exceptions in line with the company instructions
- Perform internal reconciliations to maintain the AP ledger up to date (GR/IR, Price, and Qty Differences, etc.).
- Support with the IC (posting and reconciliation).
- Maintain accounts payable (AP) filing system including Archiving.
- Registering employee expenses and reimbursement claims – Travel expenses & Credit cards.
- Work closely with other team members and will provide cover where and when necessary.
- Perform any other reasonable duties required.

Required Qualifications and Education Requirements - Bachelor's degree in Finance, Accounting, or related field required.

Preferred Experiences - At least 1 years' experience of an accounts payable control function.

Additional Notes:

Intermediate skills in MS Office (Excel, Word).

Experience using ORACLE is an advantage.

Good communications skills, oral and written.

High attention to detail and accuracy.

Languages - Fluent written & spoken English required.

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