

POSITION DESCRIPTION

**Job Title: Accounts Payable Administrator (Full Time 40hrs)**

Department: Finance Team

Location: Head Office

Reports to: Accounts Payable Manager

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| **Reviewed: August 2023** |
| **ROLE OBJECTIVE** |
| The main objective of the role is to complete all aspects of accounts payable processing and provide other administration support to the Finance Team. |
| **KEY RESPONSIBILITY: Accounts Payable** |
| **DUTIES**   * Complete all aspects of accounts payable processing in a timely and accurate manner, following company policies and procedures. * Assist in processing any payments – 7-day, 20th of the month and any other payments. * Complete supplier statement reconciliations. * Resolve any queries, as and when they arise from both internal and external stakeholders. * Assist with database management, ensuring data integrity. * Contribute to continuous improvement – improving systems & processes. * Any other duties as reasonably required, including reception cover.   **KEY MEASURABLES**   * Work is completed according to Seeka best practice policy and procedures * Work is completed within deadlines * Active contribution to positive team environment |
| **TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED** |
| * Understanding of the accounts payable processes and systems. * Microsoft Office Suite: Intermediate * Software/Technology: Previous experience using Greentree or a similar accounting system * Numeracy: Experience working with and a good understanding of financial information * Role specific knowledge: 2 + years in a similar role with specific experience in invoice and payment processing, reconciliation and data processing skills |

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| **PERSONAL ATTRIBUTES** |
| * Strong verbal and interpersonal skills: able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with suppliers, senior managers, and colleagues). * Has an underlying passion for doing things better. Is self-driven, self-motivated and enthusiastic. * Strong problem-solving skills * Team player: able to work effectively with others to achieve an optimal outcome. * Confidential nature: aware of sensitivities of particular information and is able to remain professional and confidential in all situations. * Organised with great time management skills: able to take an organised approach to all tasks in order to prioritise them according to the demands of the business. * Attention to detail: able to complete tasks fully and accurately to the required standard. |
| **SIGNED IN AGREEMENT** |
| By signing this document I have read, and agree to the requirements of the role as outlined in the position description above.  Date: Signed in agreement by the employee  Date: Signed on behalf of Seeka Limited |