POSITION DESCRIPTION

Job Title: Accounts Payable Administrator (Part Time <30hrs)

Department: Finance Team

Location: Head Office

Reports to: Accounts Payable Manager

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

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