



Job Title	AP-Accountant
Report to Manager	Senior Accountant / Finance Manager
Role Purpose	Manage and Control of Accounts Payable Transactions

Working Relationships work closely with the all department members

Duties and responsibilities

- Handles day to day transactions i.e. receiving Invoices/GRNs/PO, answer payment queries, follow-up needed documents & approval, coordinating with suppliers to resolve issues, photocopy of VAT related invoices and others
- Checks and reviews GRN from stores before forwarding to Senior Accountant for final review.
- Review, verification, processing and filing all supplier invoices (direct entry and match to PO) while ensuring proper approval and necessary documents are attached.
- Monitoring and review of Accounts Payable ageing to ensure timely payments, avoid overlooking any invoices for payment and resolving concerns if any.
- Preparation of payment to foreign suppliers other than paper suppliers i.e. wire transfer
- Preparation of summary and reconciliation of Input VAT including providing shipping documents and BOE for imported items. To be submitted to senior accountant for consolidation into monthly VAT return
- Coordinates with stores, purchase team, requestors and manage item monitoring
- Monitors advance payments made to suppliers
- Prepare monthly accruals during period closing if needed.
- Handles period closing activities for Accounts Payable including preparation of monthly schedules
- Any ad hoc assignments from Senior Accountant or Finance Manager

Health and safety

- Take reasonable care to look after their own health and safety
- safeguard the health and safety of other people affected by their work
- co-operate with their employer's health and safety procedures
- use tools and other equipment properly, according to relevant safety instructions and any training they have been given
- not misuse equipment provided for their health and safety

Qualification

- Must be a graduate in accounting
- Must have at least 5 years of post-qualification experience in AP function of a Finance Department. Preferably having an experience in manufacturing company.
- Should have excellent skills in MS Office Excel and experience in using any ERP;
- Working knowledge in Oracle or SAP B1 will be an added advantage

For interested candidates Please send your resumes to HR@arabpack.com – with the subject line mentioning the role that you wish to apply