

## Position Description **Accounts Payable Executive – Third Party Team**

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<b>Job Title:</b>	Accounts Payable Executive – Third Party Team
<b>Reporting to:</b>	Accounts Payable Team Leader – Third Party Team
<b>Department:</b>	Finance
<b>Location (primary):</b>	Targu Mures

### **Job Purpose.**

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- The role will involve processing supplier invoices and resolving disputes, investigating nonmatching invoices to bookings, dealing with supplier and internal departmental queries and look at creditor's ledger maintenance and reconciliation
- To resolve queries by internal and external phone calls
- To uphold company policy and procedure while ensuring that all internal partners also adhere to the rules and regulations agreed to by the company
- To support the Accounts Payable Senior and Team Leader in delivering the output of the department on time and to the standard required by the company
- To provide support to the Team Leader and Senior for daily tasks and ad-hoc assignments as delegated
- Ensure all suppliers are paid in accordance to contractual terms and conditions

### **Key Responsibilities.**

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- Recognise and sort invoices via email and/or printed documents
- Use initiative to resolve supplier queries and unresolved disputes respecting the SLA
- Attending to external phone calls from suppliers
- Accurately create the supplier invoice imports to ensure accuracy in paying suppliers with all necessary checks and approvals performed
- Extranet reconciliation to be completed efficiently and in time
- Communicating with suppliers and internal departments over payment and booking queries
- Reconciliation of booking adjustments from the booking platform to the creditor's ledger
- Updating contact details / supplier details
- Logging failed email addresses and updating primary system
- Supplier statement reconciliations
- Resolve un-reconciled booking queries and rates calculations according to the company policies and procedures
- Maintaining departmental policies and procedures, making suggestions for improvement
- Processing credit applications / audit forms

- WEX reconciling
- Reconciling Vcard transactions in financial system and booking platform
- Ensuring all Supplier accounts are up to date and reconciled correctly
- Ensure supplier bank details are updated accurately
- Ensure accounting entries to financial system are accurate
- Communicating with suppliers and internal departments over payment and booking queries
- Processing/reclaiming credit notes in a timely manner
- Deduct Overrides in accordance with the contractual agreement
- Reduce the Debit Balances month on month with a pro-active approach to resolving issues which create debit balances
- Other ad hoc work as directed by the Accounts Payable Team Leader or Finance Managers
- Your responsibilities may be adjusted to cater for a specific role or project
- Assist the AP team leader and managers with any finance projects as requested by management
- Ensure support for the ERP project.

## Key Measures.

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- Add Suppliers invoices are processed accurately and accordingly to the SLAs
- Suppliers queries are resolved to SLA and company guidelines to ensure suppliers are paid on time
- To respond to suppliers and internal queries in accordance with the businesses SLA – 48 hours
- Suppliers payments are processed accurately and on time
- Intercompany accounts are reconciled monthly and disputes resolved in a timely manner
- Respecting the dates for monthly reports allowing time for submission and review by Team Leader
- To complete daily tasks on time so it doesn't affect other departments activities
- Maintaining business and departmental internal policies and procedure.

## Required Experience and Knowledge.

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<b>Essential</b>	
Qualifications & Knowledge	<ul style="list-style-type: none"><li>• No specific qualifications required</li><li>• A solid working knowledge of Microsoft Word, Outlook and Excel (understanding formulas) is essential</li></ul>
Experience, Skills and Behavioural Requirements	<ul style="list-style-type: none"><li>• Excellent problem-solving skills essential</li><li>• Strong numerical skills essential</li><li>• Highly accurate with an excellent attention to detail is essential</li><li>• Ability to work under pressure and to tight timescales</li><li>• Good verbal skills and excellent written skills in English is essential</li><li>• Strong team player, positive, driven, flexible and adaptable.</li></ul>

<b>Desirable</b>	
Qualifications & Knowledge	<ul style="list-style-type: none"><li>• Financial background and knowledge of a financial system are desirable.</li><li>• Knowledge of a Travel industry booking platform is desirable</li></ul>
Experience, Skills and Behavioural Requirements	<ul style="list-style-type: none"><li>• Knowledge and understanding of the Accounts environment desirable</li></ul>

## About WebBeds.

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Launched in 2013, WebBeds is the world's fastest growing B2B travel intermediary, or 'bedbank', providing accommodation and ground product distribution services to the travel industry. We source content from travel suppliers, aggregate and merchandise that content in the WebBeds platform, then distribute it to our global network of travel trade clients, who sell to the travelling public.

**Our clients** – online travel agencies, retail travel agents, corporate travel managers, tour operators, wholesalers, tourism boards, super apps, DMC's, group providers, airlines and more – access the company's huge global inventory of more than 368,000 hotels (comprising 30,000+ direct contracts, 70+ integrated third-party providers and 60+ major hotel chains) through market-leading, trade-only booking websites or via simple and seamless API connectivity. In addition to hotel product, clients can also book over 5,500 transfer services in 1,200 destinations along with thousands of guided excursions and tickets for attractions.

**Our supplier partners** – global hotel chains, independent hotels, apartments, resorts, attractions, transfer and sightseeing companies and more – benefit from our global distribution network of over 44,000 travel companies in more than 145 source markets and are supported by a local dedicated point of contact focused on ensuring we deliver value, choice, expertise and an unrivalled level of service.

WebBeds operates global coverage through four geographic regions – Europe, Asia Pacific, MEA (Middle East and Africa) and Americas - with over 1,400 travel professionals working in 50 offices worldwide. WebBeds also operates specialist brands JacTravel DMC and Umrah Holidays International. JacTravel DMC provides tailor-made travel arrangements for offline FIT and groups traveling to the UK, Ireland and key mainland European destinations to the international travel trade. Umrah Holidays International is a genuine pioneer, providing online pilgrimage travel services to travel agencies worldwide.

Find out more about the WebBeds business at [www.webbeds.com](http://www.webbeds.com)

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