

Position Description

Job Title:	VAT Compliance and AP Accountant
Reporting to:	Abdelaziz Adel
Department:	Shared Services - Finance
Location (primary):	Romania

Job Purpose

- 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 & procedure while ensuring that all internal partners also adhere to the rules & 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.
- Ensure Supplier master data systems are consistently updated with supplier VAT registration details/numbers to determine, VAT reclaims based on countries specified by management – KSA, UAE, AUS
- Ensure self-bill agreements are logged and stored by supplier for reference and audit purposes, administer self-billing system/tools
- Ensure tax compliant invoices in specified format as per the instruction provided by the internal tax manager and Deloitte in compliance with any other country that management request
- Ensure controlled auditing of issued invoices are stored in a centralised audit log library

Key Responsibilities.

- 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
- KSA Vat invoice processing and reconciliation
- 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
- 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
- Ensure support for the ERP project

Level of Financial Responsibility.

- None

Level of Management Responsibility.

- None

Required Experience and Knowledge.

Essential	
Qualifications & Knowledge	<ul style="list-style-type: none"> • Knowledge and experience of Finance processes & current system tools used • SAP • Technical skills: Excel
Experience, Skills and Behavioural Requirements	<ul style="list-style-type: none"> • Attention to detail-oriented, organised • Excellent collaboration and communication skills • Strong problem-solving skills