



## **JOB DESCRIPTION**

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**ROLE:** Accounts Payable Assistant

**SALARY AND BENEFITS:** Negotiable

**REPORTS TO:** Tax and Finance Manager

**LOCATION:** Baroda, India

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### **PRIMARY RESPONSIBILITIES**

- Processing of Stock, overhead & credit card invoices.
- Allocation of BACS, CHAPS & CHEQUE payment.
- Sending Bank confirmation of BACS, CHAPS & CHEQUE payments to Suppliers.
- Reconciliation of Supplier & Inter-company accounts.
- Chasing credit notes from the supplier.
- Allocation of Direct Debit payments.
- Raising customer invoices for direct delivery.
- Reconciliation of GRNI report and Negative creditor analysis.
- Attaining Email /Phone calls queries related to payment, allocation, remittances and invoices.
- Liaise with UK team for payment, allocation and invoice related queries.
- Filing and maintenance of paper work on regular basis.

### **SECONDARY RESPONSIBILITIES**

- Following up & resolving on all the queries related to invoice processing, payments & supplier reconciliations.
- Any other work given by the Superiors from time to time.

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

- Any **B.Com** graduate with **1 - 2** years relevant experience.
- Sound knowledge of Accounts.
- Good knowledge of MS Office.
- Experience of ERP will be an added advantage.
- Good Communication Skills.

**Salary would not be a constraint for the right candidate.**

**Job Timings:** Monday to Friday and may have to come in on Saturday if required, to suit UK working timings, From March to October India timing is 13:00 to 22:00 this changes to 14:00 to 23:00 in October until March.

**Cab services available for Female candidates (Pickup & Drop).**