



JOB DESCRIPTION

ROLE: Accounts Payable Executive

DEPARTMENT: Finance

REPORTS TO: Accounts Payable Manager

LOCATION: Vadodara, India

PRIMARY RESPONSIBILITIES:

- All Accounts Payable activities.
- Supplier Invoice Processing.
- Chasing with Supplier for invoice and other related queries.
- Chasing & Reconciliation of Aged Creditors Report.
- Processing Stock/overhead invoices.
- Making payment to supplier.
- Allocation of Payment.
- Sending Remittances/Bank Confirmation to the Suppliers.
- Attaining to Email /Phone call queries such as Payment related, allocation, Remittance, any other Invoice related.
- Co-ordination with UK team for Payments, Allocations.
- Co-ordination with IT / Management Accounts / Warehouse team/Buyers in regards to Invoicing related queries.
- Filing and maintenance of Statements on monthly and periodically basis.
- Tracking and chasing credit note for the Returns and SOR.
- Reconciling the payment values before the Payments uploaded to bank lines.
- Purchase Ledger Reconciliation.
- Inter-Co reconciliation.
- Supplier Creation.
- Preparing currency forecasting for euro & other currencies.
- Resolving audit quires and providing necessary document as per instruction.

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:

- Masters in commerce with 3 - 5years relevant experience.
- Strong Analytical Skill.
- Communication skill to liaison with suppliers.
- Multi-Tasking ability to handle month end tasks and pressure.
- Good MS Office Skills (Excel).
- Experience of ERP will be an added advantage.