



Job Description

1. Job Particulars:	
Job Title: Accounts Payable Lead	Department: Operations and Finance
Direct Reports: Senior Creditors Clerk, Creditors Clerk	Travel Required: No
Reports to: Senior Financial Manager	Contract Period: 5 months
2. Purpose of Job:	
To ensure efficiency and the effectiveness of systems and processes in the Accounts Payable Unit of the Operations and Finance Department.	
3. Key Results/ Accountabilities expected from job	
<ul style="list-style-type: none"> • Ensure that the Account Payable (AP) database is accurate, current and complete; • Champion the purchase order process, follow up and report outstanding purchase orders; • Manage the Account Payable team; • Review and authorize foreign and local supplier reconciliations; • Ensure that all Account payable adjustment and manual payments are accurate, valid and duly authorized; • Assist with cash flow management by providing a forecast of payments due within established supplier repayment terms; • Ensure accuracy of supplier data. 	
4. Experience & Expertise (Typical educational qualifications & experience)	
<p>a. Educational background</p> <ul style="list-style-type: none"> • BComm degree/Financial Accounting diploma - Essential <p>b. Experience (years and nature)</p> <ul style="list-style-type: none"> • 5 – 8 years’ experience in accounts payable (from processing of invoices to reconciliations and payment of suppliers and AP Masterfile amendments) – Essential • 3 – 5 years’ experience of Cash flow management (indicating the business liability at a particular period) - Desirable • 3 – 5 years’ experience of Purchase order system management - Desirable • 3 – 5 years’ experience of Staff management – Essential 	
5. Critical Competencies	
<ul style="list-style-type: none"> • Accounting processes and procedures • Analytical skills • Problem solving • Partnership and Teamwork • Interpersonal skills • Planning and organising • Communication Skills 	



- Financial reporting skills
- Attention to detail
- Time Management
- Accuracy