



JOB DESCRIPTION

Title	Accounts Payable –Invoicing
Institute/Department	Finance Department
Reports to	Director Finance
Location/Campus	Kukum Campus

Summary

To ensure success, invoice processor should exhibit extensive experience in processing invoices and sound knowledge of accounting practices. An outstanding invoice processor will be someone with a keen eye for detail, who can optimize invoicing procedures.

Main roles and duties

Administration and Finance

- Implementing invoicing procedures.
- Tracking, reviewing, approving, and issuing invoices.
- Defining invoicing data types and maintaining databases.
- Post vendor invoices daily into accounting software
- Managing client requests and queries.
- Uploading and archiving invoice data, as well as filing contracts.
- Verifying tax information.
- Collect supplier monthly statements
- Assist Accounts supervisor reconciling supplier statements

Dimension

Problem solving and impact

- To contribute to decisions, that has an impact on other related financial activities in the division

Resource management

- To provide appropriate quarterly/monthly reporting.
- To advice the Finance Manager of any outstanding payments

Working Environment

- To balance the competing pressures knowledge transfer, administrative demands and deadlines.

To skilfully work cross divisions and functions in the resolution of Financial issues.

Measures of Effectiveness

- Ensure that monthly Liability report produced
- Ensure monthly supplier reconciliation produced
- Ensure Accounts Payable sub- ledger and control leger reconciled monthly

General Responsibilities

- To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for own health and safety and that of colleagues
- To undertake other such other duties as may be reasonably expected.
- To ensure a healthy and comfortable working environment

Decision making required

- Provision of advice to Financial Accountant on Financial reports

Minimum Qualification Requirement:

Must have a Bachelor / Diploma in Commerce in Accounting plus 5+ years of relevant experiences in similar job.

Other Requirements:

- Ability to work under pressure; ability to work long hours, and in the weekends or public holidays without demands for additional remuneration; ability to travel at short notices on university business; excellent data analysis skills (including high degree of proficiency in MSExcel); and excellent written and verbal communication skills are required.

Experience

Essential:

- Minimum of 5 years working experience in accounts payable
- Be computer literate in Microsoft Word , Excel and attaché system
- Have the ability to work under pressure environment and to meet deadlines
- Have good command of both oral and written communication skills

- Have good office organizational management and administrative skills

Desirable:

- Willingness to work after hours, if requires
- Experience of collaboration with University and industry colleagues
- Have experience in supervision of staff

Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.