Responsibilities and Tasks

• Communicate and liaise with the Global Service Centre to ensure that all Operational Vendor invoices are processed accurately and timeously
• Uploading soft copies of invoices to India on daily basis
• Uploading hard copies of invoices to India on a daily basis
• Perform daily spot error checking for OCR processing (OCR audit)
• Communicating all deviations in processing as detected in the daily OCR audits, with the Global Service Centre on a daily basis
• Register error handling cases to OCR team site
• Perform weekly OCR outstanding list report and follow through with Operation and Global Service Centre to process
• Ensure the accurate coding and timeous capturing of Overhead vendor invoices
• Ensure all invoices are approved with HL guidelines. E.g. Guidelines of Authority
• Inform Area Finance Manager and Management at the Global Service Centre of recurring deviations and errors in processing. Escalating these errors if necessary
• Prepare monthly meeting agenda and meeting minutes with Global Service Centre
• Review weekly payment proposal reports, with suggestions of changing the due dates on invoices to facilitate the achievement of the DPO targets
• Maintain Creditors’ Masterfile’s
• Reconciliation of Creditors statements on a monthly basis
• Timeous Scanning / archiving / filing
• Clearing all vendor payments on SAP
• Assisting with receipting of incoming payments
• Issue manual cheques and prepare manual payments on an exceptional basis
• Clear down intercompany postings and general ledger balance sheet accounts
• Send remittance advice to Creditors
• Follow-up outstanding invoices and credit notes
• Effectively manage portfolio of accounts in order to achieve targeted DPO
• Assist with month end checks on the ICCL reports
• Complete weekly liquidity forecast
• Hold the office petty cash, including the reconciliation and top up to ensure funds are available for office purchases
• Propose and prepare month end and year end closing journals
• Ad Hoc tasks requested by Management

Requirements and Qualifications

• Knowledge of Chart of Accounts
• Excellent SAP knowledge (FI, desirable MM)
• Good knowledge of MS-Office (Excel, Word)
• Good command of verbal and written English

If you are interested in this fantastic opportunity, please send your resume to the Human Resources Department at hrau@hlag.com by 21st March 2018.

Open to all candidates including international students

Applications will be treated with strict confidence.

Only short listed candidates will be contacted.