



Job responsibilities

- Accounts payable team lead – lead the accounts payable team in managing the accounts payable functions by ensuring all accounts payable and unmatched receipts records are up to date to facilitate timely payment to the suppliers
- Communication with suppliers on AP invoices – prompt and efficient communication with suppliers and close liaison with internal stake holders on AP related issues
- Credit notes issuance on consigned materials consumption – periodic issuance of credit notes on consigned materials consumption to customers
- Reconciliation of subsidiary ledgers to General Ledger control account – monthly reconciliation of accounts payable and unmatched receipts reports to control account in General Ledger
- Maintenance of bank account – only bank account not meant for suppliers payment [e.g for payroll processing, utilities payment & employees claim reimbursement]
- AP automation project – main contributor in the AP automation project [documents scanning]
- Any other tasks to be assigned by the Accountant / Financial Controller

Job requirements

- Shows interest for the business i.e what are the leading financial drivers of business success
- Bachelor in Accounting or Professional Accounting qualification (MICPA/ACCA)
- Minimum 3 years working experience in General accounting / Accounts Payable function in manufacturing environment, preferably in electronic industry
- Strong knowledge on ERP system. Familiarity with InforLN ERP system will be an added advantage
- Fluent in English, possesses strong analytical skills, business acumen, interpersonal and communication skills to work effectively across functions and organization
- Dynamic with mature personality, energetic, meticulous and ability to work independently with minimum supervision to deliver results under stress and deadline ; experience in driving cost improvement

Contact

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