

DEPARTMENT:	Finance Operations
LOCATION:	211-212 New Market Street, Georgetown, Guyana.
JOB TYPE:	Office Based
JOB TITLE:	Accounts Payables Coordinator (Regional)
DIRECTLY REPORTS TO:	Supervisor – Accounts Payables (Regional)
DEPARTMENT LEAD:	Manager – Finance Operations
OVERSEEING ELT MEMBER:	Vice President – Finance

JOB PURPOSE: Reviewing all bills, sorting queries, and completing payments in a timely manner for all vendors regionally whilst making continuous improvements through investigation and recommendations by Team Lead and Supervisor. Ensuring all vendor accounts are managed in real time for all country locations. Additional responsibilities include but are not limited to researching billing issues, documenting and escalating billing, expense related issues with the relevant teams, working with other departments to analyze issues, generating Key Performance Indicator reports, filing, reconciling cash floats and completion of daily tasks assigned by supervisor.

PRIMARY KEY DUTIES AND RESPONSIBILITIES:

NB. Each item includes meeting Key Performance Indicator targets, compiling and submitting Key Performance Indicator reports.	Approx. % of time annually
<p>Review of bills from all buckets, to be converted into payments as required, ensuring compliance with relevant parameters including but not limited to:</p> <ul style="list-style-type: none"> • Vendor specific pricing and other terms • Credit terms and limits (payment management) • Billing details (reference numbers, currency, remittance details etc.) • Supporting documents and attachments • Contract terms as relevant. • Preparation of relevant cheques, cash, and wires once all parameters are met for a payment to be processed and updating Vendors and requestor accordingly. • Monitoring and reviewing all vendors’ statements to ensure it is current. • Filing of receipts received from issuing payments. • Reconciling of cash floats at the end of the day. 	40
<u>SECONDARY KEY DUTIES AND RESPONSIBILITIES</u>	
1. Develop and maintain relationships with all vendors by working closely with the Procurement team and Team Lead/Supervisor	10
2. Organize work and set priorities, incorporating direction from Team Lead – Accounts Payables, to meet deadlines.	10
3. Other duties as may be assigned by Team Lead and Supervisor – Accounts Payables.	10
4. Assist with processing payments.	10
5. Liaising with several departments to ensure all queries are being sorted in a timely manner in Query Bucket.	10

6. Assist with linking of vendor invoices when received from the vendor to ensure payments are processed before due date.	5
7. Liaising with Core Finance to ensure payments are released in a timely manner	5
<i>Total:</i>	<i>100%</i>

QUALIFICATIONS AND EXPERIENCE:

- Minimum 5 CXC subjects with passes in Mathematics, Principle of Accounts, English A.
- Currently pursuing or completed CAT/ ACCA Level 1.
- At least one-year experience in a similar position

HSSEQ RESPONSIBILITIES:

- Maintain standards of safety and comply with Company’s Health, Safety & Environment Management System requirements.
- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your supervisors.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your supervisor.
- Cooperate during incident investigations so that the incident causes can be determined, and corrective action taken.
- Tag and report all defective tools or equipment immediately.
- All staff are to adhere to the guidelines stated in the Policy Manual.

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

- **Enjoyable to work with** - especially with direct team members.
- **Highly reliable** - your supervisor and co-workers must have confidence that when assigned a task, you will get it done in a timely manner with a high quality of work.
- **Management of time and tasks** - can work on multiple tasks, meet Key Performance Indicators, reorganize, and work on high priority tasks, handover tasks when going on leave.

WORKING CONDITIONS

- Physical demand - Primarily Office
- fast-paced environment
- May attend virtual or in-person conferences, workshops, meetings, etc.