

<b>DEPARTMENT:</b>	Finance Operations
<b>LOCATION:</b>	51 A Railway Road, Cunupia, Trinidad and Tobago
<b>JOB TYPE:</b>	Office Based
<b>JOB TITLE:</b>	<b>Accounts Payables Coordinator</b>
<b>DIRECTLY REPORTS TO:</b>	Team Lead – Accounts Payables
<b>DEPARTMENT LEAD:</b>	Manager - Finance Operations
<b>OVERSEEING ELT MEMBER:</b>	Vice President - Operations

**JOB PURPOSE:** Reviewing all Purchase Orders, creating bills, sorting queries and complete payments in a timely manner for all Vendors in Guyana whilst making continuous improvement through investigation and recommendations to Team Lead. To also ensure 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 issues with the relevant team, working with other departments to analyze issues, generating KPI reports, and completion of daily tasks assigned by Team Lead.

**KEY DUTIES AND RESPONSIBILITIES:**

<b>NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.</b>	<b>Approx. % of time annually</b>
1. Reviewing daily the top 10 highest owing Vendor accounts in Guyana	30
2. Reviewing purchase orders (POs) in Proforma Bucket to ensure accuracy with vendor invoice.	25
3. Assist with processing payments	10
4. Assist with any necessary reports requested by Team Lead/Manager	5
5. Monitoring all vendors statements to ensure it is current	10
6. Liaising with several departments to ensure queries are being sorted in a timely manner in Query Bucket	10
7. Assist with creating and verifying bills created from POs in Approved Bucket	5
8. Liaising with Core Finance to ensure payments are released in a timely manner	5

**QUALIFICATIONS AND EXPERIENCE:**

- Minimum 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.

<b>LAST REVISED</b>	
---------------------	--



- 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 KPIs, reorganize and work on high priority tasks, handover tasks when going on leave.

**WORKING CONDITIONS**

- Physical demand - Primarily Office / Work from home.
- May attend virtual or in-person conferences, workshops, meetings, etc.
- Will be required to be on site visits from time to time (shore base, ports, vessels, etc).
- Foreign travel is possible.