



WE'RE HIRING



**WE ARE LOOKING FOR
ACCOUNTS PAYABLE**

**IF INTERESTED, SEND YOUR RESUME TO
HR@JAVAREPUBLIC.COM**

ACCOUNTS PAYABLE

Reporting to: Regional Manager
Location: As assigned
Scope of work: Taking ownership and using own initiative to complete AP functions.
Developing and adhering to AP process and controls within the business.
Completing additional projects to support the finance function.

Tasks & Responsibilities:

- Goods receipt matching and A/P invoice entry onto SAP Business One
- GL Invoice Coding
- Goods Receipt Review (Open Items)
- Creditor Reconciliations
- Purchase Order Review
- Vendor Aging Review
- Pricing and Supplier Review – cost price
- Weekly/Monthly Payment Run (Preparation and Posting to Bank)
- AP Bank Reconciliation
- GL cost analysis Review
- Audit Preparation
- Project Work as and when required

Functional Competencies:

- Integrated system experience – SAP Business One
- MS Office with a strong focus on Excel, Email and Word
- Strong understanding of Accounting Concepts

Behavioural Competencies:

Decision Making & Problem Solving

Level 3

Recognises patterns, and connections. Looks at a complex problem from many angles. Exercises good judgment, makes well informed decisions in a timely manner; consults with others as appropriate before implementing decisions.

- Considers the operational impacts of decisions on Java Republic division/departments/team, stakeholders and others.
- Identifies the specific information required to clarify a situation or to make a decision.
- Gets more complete and accurate information until root cause has been understood - sees implications and consequences.
- Generates alternative solutions by collaborating with people who are impacted by, or have knowledge of, the problem, issue or challenge.

Behavioural Competencies (cont.):

Drive for Results

Level 3

Implements processes to enable the achievement of the team goals and objectives.

- Sets and agrees clear standards to achieve goals with team/colleagues (where appropriate).
- Identifies the causes of slippage/ failure and takes prompt action.
- Builds commitment to achieve desired results.
- Seeks feedback from the Java Republic community and customers to improve performance.

Effective Communication

Level 3

Tailors communications to effectively reach an audience. Has the ability to influence & negotiate within requirements of role.

- Effectively explains / conveys key, and at times complex, information (technical, legal, regulatory, or procedural) to others, adapting content and style, as necessary and ensuring that this information is understood.
- Takes others' perspectives into account when, negotiating or presenting arguments.
- Anticipates reactions to messages & adapts communications accordingly.
- Proactively shares information and resources across areas which support improvement.

Planning & Organising

Level 4

Contributes to the development of business planning. Project management of operational plans. Monitors progress and ensures that corrective action is taken to meet targets.

- Identifies critical tasks and deliverables, and obtains or organises necessary resources and support to achieve operational objectives.
- Negotiates the prioritisation of work targets and resources, and monitors effectiveness.
- Works with team / others to develop plans for area going forward, both short-term and long-term (where appropriate).

Client Focus

Level 1

Takes pride in and is committed to delivering high quality services.

- Demonstrates knowledge of procedures and client standards within own area, and ensures that they are maintained in day to day service delivery.
- Presents a positive image to the client.
- Is responsive and prompt, follows through on client enquiries, requests and complaints with a timely and complete response.
- Able to recognise when the client is under pressure or vulnerable and respond appropriately - Is tactful and diplomatic.

Change, Adaptability & Flexibility

Level 3

Introduces and promotes the need for change and implements new approaches, to improve processes and services.

- Proactively shares information and resources relating to the change agenda.
- Understands and promotes the need for change.
- Communicates changes to others in a clear and positive way.
- Evaluates processes against best practices in order to make improvements.