

## Accounts Payable Accountant

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Company: Dangote Group

Location: Ndola

Category: other-general

Management of the Accounts Payable function and all the Accounts Payable related processes of the Company by following the established policies and procedures in an efficient, timely and accurate manner

Review supplier invoices and supporting documents against invoices processing checklist in order to establish completeness and validity of details.

Match supplier invoices to purchase orders prior to processing to ensure consistency and identify errors/discrepancies/irregularities.

Proactively notify Head, Plant Finance of any irregularity in invoices/bills from third party via the Accounts Payable Supervisor.

Assist in ensuring that all suppliers' statements of accounts are reconciled to the sub-ledgers before forwarding supplier invoices and supporting documents for payments process

Respond to supplier enquires regarding payment processing.

Ensure suppliers' sub-ledger accounts are prepared and reconciled to the general ledger on a monthly basis

Provide inputs into the review of existing invoice processing policies and procedures.

Maintain ageing report of debt and outstanding payments to supplier.

Maintain an accurate and up to date record of all invoices received from suppliers/vendors.

Maintain a comprehensive record of all approved invoices, bills and payment supports.

Receive staff advances requests, carry out initial review and forward them to the Head, Plant Finance for further verification and approval.

Receive Staff advance retirements and maintain complete documentation of all transactions.

Perform any other duties as may be assigned by the Supervisor.

### Requirements

- Minimum of bachelor's degree (BSc) in Accounting/ Finance/ Economics
- Full Grade Twelve school certificate
- Relevant, Recognized and Accredited Professional Accounting Qualification
- Minimum of Three (3) years progressive and relevant experience

Hands on experience in ERP system, preferably SAP.

### Benefits

- Medical Insurance Cover
- In-House Pension Scheme
- Production Bonus

Life Assurance

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