



SAIPEM has a vacancy for an Accounts Payable Officer

Introduction	
Job Title:	Accounts Payable Officer
Business Line:	Asset Based Non-Drilling
Department:	Accounting, Finance and Control
Requirements	
Qualification:	CAT/ Level 1 ACCA
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	1 in a similar field
It Skills:	Computer Literate (Microsoft Office, Microsoft Project or similar), SAP Knowledge
Soft Skills:	Verbal /Written/ Interpersonal Skills/ Detail oriented
Nice To Have:	N/A
Location:	Georgetown

OBJECTIVE:

Works under the supervision of the Accounting Manager to support core processes and activities providing efficient and quality clerical services and control data inputting.

RESPONSIBILITIES AND DUTIES:

- Receiving and checking the correctness of invoices received from vendors.
- Log invoices incoming invoices and attached documents in ZF60 (SAP).
- Processing invoices payable in compliance with internal procedures and accounting principles.
- Aging analysis of outstanding invoices and advances monthly.
- Reconciliation of balances and statements of Accounts with suppliers.
- Coordinate with End Users, Procurement, vendors, and other AFC Team members to resolve vendor invoice issues.
- Provide timely updates on outstanding invoices with issues.
- Maintain a good relationship with vendors.
- Monitor the payment due date of invoices.
- Prepare the monthly accruals.
- Archiving of invoices and electronic backup.
- Reconciliation of balances and statements of Account with vendors
- Supporting in providing year-end audit requests for the assigned vendor
- Supporting 262 controls for the AP cycle
- Checking the open items balance and reconciling the ledger at the end of the month for the assigned vendors.
- Provides various ad hoc reports and analysis, as needed.
- Any other duties as assigned.

Please send your resume with the subject "**Accounts Payable Officer**" to

saipemgycareers@saipem.com

Please note, the closing date for applications is **April 25th, 2024.**

Shortlisted candidates will be contacted.