***One of India’s leading producers of fertilizers and industrial chemicals,***

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees’ capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

**JOB DESCRIPTION**

*Designation: Manager – Accounts Payable Function: Accounts Payable*

*Location: Pune Sector: Corporate FInance*

*Purpose of the Job:*

**Overview/ Responsibilities: As a < Manager – Accounts Payable , you will be expected to:**

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| ***Key Accountabilities for the position*** | ***Major Tasks for the position*** |
| **Invoice processing** | * Review and process PO-based vendor invoices, Non-PO invoices, credit notes and debit notes in a timely and accurate manner * Check for completeness of supporting documents for all invoices processed * Co-ordinate with concerned team (User, Commercial, Stores, Logistics team) for clarifications, as required * Monitor and timely settle open invoices/ advances * Monitor advance aging and highlight long pending cases to AP lead and advance requestor * Ensure applicable statutory compliances are complied with (e.g. TDS, GST) * Ensure adherence to SOP, controls and policies for invoice processing * Perform periodic validation of system based checks on sample basis * Address any queries from internal or external stakeholders around invoice processing |
| **Payment processing** | * Manage vendor invoice payments, advance payments, urgent payments, ad-hoc payments, custom duty payments, utility payments, cheque based payments, fund transfer etc. * Process T&E payments in a timely manner * Ensure all payments are processed in accordance with the terms & conditions agreed in the PO * Ensure vendor payments (normal payments, urgent payments, payment of retention & security deposit etc.)  are processed only after obtaining approval from authorized personnel * Handle queries / disputes from vendors regarding payment discrepancies and resolve them with support from Commercial team within agreed SLA * Ensure timely payment of custom duty and avoid penalties/ demurrage charges * Maintain cheque lots in SAP * Ensure all accounting entries (e.g. bank charges, exchange difference, import charges, penalties etc.) are timely posted in SAP * Process payment of statutory dues (e.g. TDS, TCS, professional tax, PF, ESI etc.) and post entries in SAP * Ensure release of security deposit/ retention money is as per policy * Ensure immediate payment entry reversal if payment fails * Coordinate with respective sectors on AP related queries and provide resolution to their queries in a timely manner |
| **Period end closing** | * Ensure all provisions related to payables are posted in SAP in a timely manner * Ensure GR/IR accounts are cleared at the end of each period with due guidance from concerned stakeholders (User/ Commercial/ Stores/ Logistics team) * Ensure all adjustment entries are posted before sub-ledger closure * Ensure vendor account entries are cleared on time in SAP (e.g. knock off invoices with payments, debit notes, advances, etc.)   Ensure on-time closure of sub-ledger accounts in SAP |
|  |  |
| ***Educational Qualifications*** | ***Total years of experience*** |
| * Postgraduate in Commerce (M.Com) / MBA – Finance preferred | * 3-6 yrs. experience in Insurance sector |
| ***Technical /Functional Expertise:*** | |
| * Knowledge of Accounts Payable function * Analytical skills * Basic accounting knowledge * Working knowledge in SAP / ERP system | |