

Join Keells

to Explore. Challenge. Inspire.

Come join our team as an **Account Assistant**

What you need to do

- Verify the KANE system on a daily basis and update supplier tax invoices as per the given standards.
- Follow up on delayed supplier invoice processing as frequently as required.
- Identify tax compliance issues related to tax invoices received.
- File processed invoices and archive the same via a third-party service provider.
- Follow up on non-processed invoices with suppliers and relevant stakeholders.
- Plan invoice archiving as and when required.
- Communicate reminder emails to suppliers in a timely manner.
- Review KANE escalation logs.
- Clear long-standing KANE balances from the GR/IR account.
- Analyze underpayments and process balance payments with approval from the management.
- Review and identify anomalies in the P & L and Balance sheet GLs allocated, find reasons for them and present findings at different internal forums along with actionable insights.
- Effective involvement in projects focuses on process improvements and other areas.

What you need

- Minimum 1 year of experience in back-store management, supplier coordination, ordering processes, invoice handling and return management.
- Sound academic qualifications would be an added advantage.
- Solid knowledge and understanding of finance functions (accounts payable and the order-to-pay cycle specifically).
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
- Ability to analyze problems and strategize for better solutions.
- Excellent verbal and written communication skills.
- Ability to multitask, prioritize and manage time efficiently.
- Accurate and precise attention to detail.

Click below to learn more about the role and submit your application.

 **APPLY NOW**

By applying, you consent to the processing of your personal information for recruitment purposes and acknowledge that reference checks may be conducted.

The John Keells Group is an equal opportunity employer and we invite applications from all suitably qualified individuals to join our team.

