

## Accounts Payable Specialist

Location: Wrocław, Robotnicza 42a

Shift pattern: 8am – 4 pm (flexible start between 8 am and 9 am).

### Role summary:

AP Clerk will be responsible for logging and processing of purchase invoices (Stock and Overheads) through to payment, ensuring all work is accurate and invoices paid in line with agreed payment terms. Within the scope of responsibilities is reconciling creditor statements and keeping a good line of communication with suppliers.

### Key responsibilities:

- Processing supplier invoices in a timely and accurate manner in order to ensure Stock and Overheads are accurately recorded and suppliers are paid in accordance with their terms
- Creating and updating suppliers accounts in accordance with internal policy and procedures
- Investigating and resolving invoice/GRNI queries with Procurement Department, Goods in Department and /or Suppliers to ensure the above
- Reconciling discrepancies between supplier and company to ensure accounts are correct
- Undertaking or assisting with payment runs in accordance with company signatories' policy
- Providing support to the team, including assisting with the month-end close processing when necessary to ensure an efficient service is provided to the business
- Participating in improvement activities at department/company level to enhance business performance
- Complying with all relevant internal rules, policy and procedures, including those relating to Health and Safety, Data Protection and all those contained within the issued Employee Handbook and Policies and Procedures Manual

### Requirements:

- Higher Education
- Fluent English (other language would be a plus)
- Purchase ledger processing experience
- Experience in using computerised AP System
- Good Excel skills
- Efficient communication skills

### We offer:

- Great opportunity to start your career in the Aerospace and Defence / Supply Chain industry
- Attractive compensation and benefits package: Multisport, Medical Care, Holiday Allowance, Pre-paid Cards etc.,
- Challenging work in an international environment under highest standards
- Friendly work environment
- Opportunity to work with people from different cultures and nations

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

