

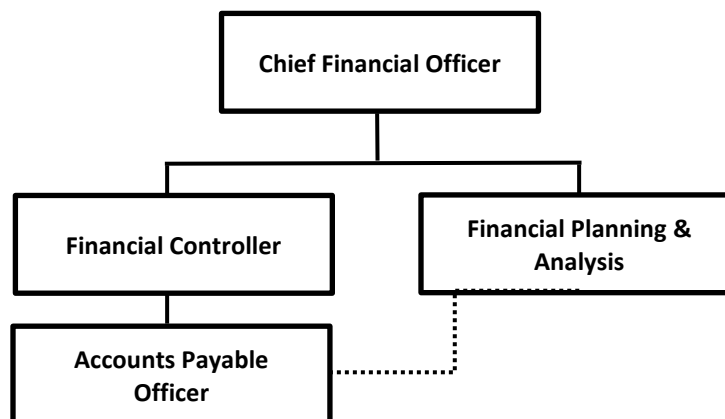
Job Title:	Accounts Payable Officer		
Department/Group:	Finance	Job Code/ Req#:	FIN-APO01
Location:	London, UK	Travel Required:	Minimal
Level/Salary Range:	Level/Salary Range	Position Type:	Full-time

Job Description

OVERVIEW

The Private Infrastructure Development Group (PIDG) is a multi-donor organisation, which mobilises private sector investment to assist developing countries in providing infrastructure in enhancing their economic growth and combating poverty.

ORGANISATION CHART



ROLE AND RESPONSIBILITIES

The role of Accounts Payable Officer is an exciting opportunity to build on finance experience in a busy working finance environment, based in Central London.

PIDG Ltd

- Review and verify invoices from suppliers/clients and expenses from Directors and staff
- Coding supplier invoices with the appropriate budget codes and inputting into the general ledger
- Ensuring invoices are approved in time to meet weekly payment cycle
- Set invoices up for payment using BACS, Direct Debit and Standing Order via PIDG Ltd bank account
- Daily bank reconciliations, accruals and month end reconciliations
- Obtain receipts, track and process expenses using appropriate software
- Raise quarterly invoices for the recharge process
- Research and resolve invoice discrepancies and issues
- Respond to enquiries from suppliers/clients
- Assist with VAT returns

- Assist the Financial Controller with month-end, quarter-end and year-end closure process for PIDG Trust and PIDG Ltd
- Ensure external disclosure of contracts and Director expenses for transparency purposes

PIDG Trust

- Prepare and process electronic transfers and payments from the holding company, PIDG Trust and TAF Admin bank accounts
- Liaise with PIDG Members and Companies, collating all necessary paperwork for the Grant Management process, i.e. disbursements
- Maintain and monitor the Disbursement Schedule for PIDG Trust
- Reconcile accounts payable transactions for PIDG Trust and TAF Admin
- Inputting and other records for PIDG Trust including share subscriptions
- Ensuring all the finance supporting documents are stored in Finance group folder for audit purposes
- Ensure external disclosure of contracts for transparency purposes

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Part qualified AAT, ACA, ACCA or, CIMA qualified with relevant experience.
- 2-3 years’ experience in accounts payable and general accounting knowledge

PREFERRED SKILLS

- Ability to meet deadlines
- Experience in accounts payable
- Experience in a Group structure
- Attention to detail and accuracy
- Organised and prioritises workload, especially being agile
- Data entry skills
- Good communication skills
- Problem-solving skills
- Team player

ADDITIONAL NOTES

Additional Notes

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time