

Publicis Re:Sources

is hiring ACCOUNTS PAYABLE (FRESH GRADUATES/ ABOUT TO BE GRADUATED)

Re:Sources is the backbone of Publicis Groupe, the world's third-largest communications group. Formed in 1998 as a small team to service a few Publicis Groupe firms, Re:Sources has grown to 5,000+ people servicing a global network of prestigious advertising, public relations, media, healthcare and digital marketing agencies. We provide technology solutions and business services including finance, accounting, legal, benefits, procurement, tax, real estate, treasury and risk management to help Publicis Groupe agencies do what they do best: create and innovate for their clients.

In addition to providing essential, everyday services to our agencies, Re:Sources develops and implements platforms, applications and tools to enhance productivity, encourage collaboration and enable professional and personal development. We continually transform to keep pace with our ever-changing communications industry and thrive on a spirit of innovation felt around the globe. With our support, Publicis Groupe agencies continue to create and deliver award-winning campaigns for their clients.

Situated at: C/O PUBLICIS PRODIGIOUS BRAND LOGISTICS LTD Maeva Tower Cnr
Silicone & Bank Streets, Ebene, Mauritius

Duties are as follows:

- Analyze and troubleshoot the inconsistencies found in the invoices available in the system.
- Sort, distribute and resolve incoming email inquiries from agencies and SSC in a timely manner.
- Understand and apply all the business process general rules and exceptions that the Agencies, SSC determined to process their invoices and payments.
- Provide effective guidance and solutions to the AP personnel when dealing with processing issues and doubts, ensuring also an effective volume administration within the team when required.
- Analyze all the business processes and identify improvement initiatives to obtain better ways to execute the operations.
- Generate AP reports, metrics and statistics in a monthly to assure the compliance of the AP Processes.
- Perform any other duty or responsibility assigned by the CFS supervisor or Manager.

We are currently looking for degree holders in:

- LM300 BSc (Hons) Accounting (Minor: Finance)
- LM300E BSc (Hons) Accounting (Minor: Finance)
- LM300M BSc (Hons) Accounting (Minor: Finance)
- LM301M BSc (Hons) Accounting (Minor: Taxation)
- LM302 BSc (Hons) Finance
- LM303 BSc (Hons) Finance (Minor: Law)
- LM303M BSc (Hons) Finance (Minor: Law)
- LM304 BSc (Hons) Accounting (Minor: Management)
- LM304M BSc (Hons) Accounting (Minor: Management)
- LM305 BSc (Hons) Banking and Finance
- LM305M BSc (Hons) Banking and Finance
- LM306 BSc (Hons) International Business Finance
- LM307 BSc (Hons) International Business Management
- LM308M BSc (Hons) Accounting (Minor: Law)
- LM320 BSc (Hons) Management
- LM320M BSc (Hons) Management
- SHLM301 BSc (Hons) Economics and Finance

Duration: Full Time/ Permanent Job

Remuneration: Remunerated (Basic Salary + Travelling + Other Benefits)

Working Days/ Time: From Monday to Friday (Normal working hours / Europe working hours)

Send your CV on: nassiha.kadeer@publicisresources.com

By: **10-Oct-23**

Learn more on their company: <https://www.publicisresources.com/>