

ABInBev, is hiring for an Accounts Payable Assistant!

ABInBev, set up in Mauritius since 2008 as MUBEX & ABI Shared Services Africa, we embrace and lead change. A company of owners that believe in achieving excellence in all that we do. We're focused and we work hard. we're equally driven by the people around us. We are in the Procurement sector.

Situated at Block 12 & 13, Cascavelle Business Park, Black River, Mauritius

Duties are as follows:

- Ensure accuracy of invoices input into the system for payment of suppliers within the prescribed timeframe
- Acknowledge receipt of supplier invoices within 24 hours of receipt
- Ensure that the information contained in Purchase Orders (PO) and supporting documents match with supplier invoices received
- Incorrect POs or supporting documents are to be recorded, flagged to the AP Senior and AP Team Lead and returned to relevant departments for correction or approval of purchase price variance (PPV) or cross currency variance
- Receive and reconcile debit note received from suppliers for PPV with previously paid invoices
- Request supplier statement of accounts (SOA) and match all invoices to both the SOA and GRN on system
- Match GRN on system on a weekly basis and liaise with the suppliers to obtain relevant invoices as soon as possible. Flag any untaxed invoice for the Logistics Specialist for action and notify the AP Senior and AP Team Lead
- Accountable for payment of suppliers within the assigned portfolio within the prescribed timeframe so that invoices are not overdue

- Inform the AP Team Lead, AP Senior, Management Accountant, Accounts Receivable section whenever credit notes or debit notes need to be issued
- Inform the Buyers for reverse entry whenever the quantity on our system differs from supplier invoices received
- Process invoice on the system
- Review all supporting documents and payment schedule in MS Excel before preparing Electronic Fund Transfer (EFT) on the system
- Prepare EFT (Electronic Fund Transfer) for both commodity and capex payments within the prescribed turnaround time
- Ensure completeness of Accounts Payable files before submitting to AP Team Lead and AP Senior for approval
- Respond to queries from suppliers and buyers relating to payments, payment terms, stock codes and purchase orders within 24 hours

We are currently looking for degree holders / undergraduate in Finance, Accounting or equivalent.

Duration: Contractual Period of 11 months

Experience: No prior experience required

Remuneration: MUR 20000 – 25000

Working Days/ Time: From Monday to Friday- 8:30 to 5pm

Send your CV/ Motivation Letter on: mubex.hr@sabmiller.com

By: 11th August 2023

Learn more on their company: <https://www.ab-inbev.com>