

## Accounts Payable Lead MEA

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Company: Tiffany & Co.

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

### Job Details

#### Position Overview

We are searching for an outgoing and self-motivated team member to support our Tiffany & Co. Head Office Team as Accounts Payable Lead for our MEA cluster.

Reporting to the Financial Controller, the Accounts Payable Team Lead will be responsible for overseeing the Accounts Payable function, ensuring accurate and adherence to internal controls, and compliance with company policies and regulations. The Accounts Payable Lead will play a crucial role in maintaining strong vendor relationships, optimizing processes, and supporting the overall financial operations of the organization.

#### Responsibilities

Ensure all invoices are approved in line within the company's Delegation of Authority.

Validate all Vendor review and compliance is completed and in line with company procedures.

Ensure appropriate handling of invoices as per local tax regulation.

Process and post invoices in the system in accordance with internal controls and regulatory compliance .

Assist in the preparation of monthly, quarterly, and annual financial statements.

Perform ongoing reconciliation of accounts and clarify any differences.

Ensure timely payment by preparing and executing payment runs and bank transfers.

Regularly reconcile supplier accounts and provide remittance information to suppliers.

Review and respond to queries in all accounts payable mailboxes on time.

Support the monthly financial close process, including accruals.

Prepare and analyze aged creditor reports on a monthly basis.

Set up monthly trade payments as required.

Manage the employee expenses process, ensuring accurate and timely reimbursements.

Prepare key performance indicators (KPIs) related to accounts payable.

Maintain supplier records in all relevant systems.

Ensure strict adherence to internal controls and compliance requirements.

Review existing processes and propose improvements when necessary.

## **Qualifications**

Bachelor's degree, business major or accounting diploma preferred.

Fluency in Arabic required.

Minimum 5 years in accounts payable.

Knowledgeable in GCC VAT law, especially in UAE and KSA.

Proven experience in accounts payable, preferably in a leadership role.

Strong knowledge of accounting principles, regulations, and internal controls.

Familiarity with local tax regulations related to accounts payable.

Proficient in using accounting software and systems.

Excellent attention to detail and accuracy.

Strong analytical and problem-solving skills.

Effective communication and interpersonal skills.

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