

Accounts Payable Lead MEA

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Company: Tiffany & Co.

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

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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