



ACCOUNTS PAYABLE ASSISTANT

Date: February 2022

Job Function: Accounts Payable Assistant

Office: Madrid

Employment Type: Full Time - Permanent

Job Description

This role involves accurately entering invoices into the RSAGO platform on behalf of all European branches. A high level of accuracy and attention to detail is critical due to the volume of invoices processed and the different treatment of value added tax across European branches (Belgium, France, Luxembourg, Spain, Netherlands, Germany and the United Kingdom).

Responsibilities

- Enter invoices into RSAGO, the internal payments system.
- Work with the business to identify appropriate vendor, GL account, cost centre, VAT treatment and billing details for invoices being processed.
- Diligently follow up on approval of invoices as required.
- Responsible for requesting the addition of new vendors to the RSAGO system.
- Monitor Invoice Processing mailboxes to ensure e-mails are addressed promptly and meets SLA.
- Respond timely to requests for information/reports from management, auditors or other business areas.
- Assist with developing and maintaining Accounts Payable process documentation.
- Assist with onboarding and training of new cost centre managers, as needed.
- Work with office managers and HR teams across all European branches to identify and record changes in operational leases which need updating in Anaplan for IFRS16 reporting.
- Collation of MI and data for VAT submissions.
- Performs other duties as assigned.

Skills and Expertise

- Ability to communicate clearly both verbally and in writing.
- Ability to adapt and learn in a changing environment.
- English and Spanish required. Speaking French or Dutch helpful.
- Previous experience in accounts payable preferable.
- Strong numeracy and analytical skills.
- Strong skills in relationship and stakeholder management.

If you are interested in applying to this job position, please send us your cv to:

hr.spain@uk.rsagroup.com

In compliance with the provisions of the General Data Protection Regulation ("GDPR") we inform you that the personal data collected in relation to the job offer of your interest will be incorporated into a file owned by RSA Luxembourg, S.A., Sucursal en España, in order to manage your application.

You can exercise your rights of access, rectification, cancellation and opposition by sending a letter to Paseo de la Castellana 95, planta 19, 28046 Madrid, attaching a photocopy of your ID or equivalent official document proving your identity.