



Accounts Payable Officer

Ashurst Service Central – Finance Team, Brisbane

Recruitment

About Ashurst:	<p>Ashurst is a leading progressive global law firm with a rich history spanning more than 200 years. We are proud of our history and are future-focused, having expanded into new technologies through our NewLaw division, Ashurst Advance, and our consulting arm. Our in-depth understanding of our clients and commitment to providing excellent standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law. To find out more please visit www.ashurst.com.</p>
Department/Role overview:	<p>As a complex global organisation, Ashurst Service Central is key in how we run our operations, plan for the future and determine our strategy. This is a global function of 170 professionals, all working closely together, but with a range of specialist expertise, including: reporting, financial systems, costs, partnership tax, account payable, accounts receivable, billing, central registry, credit control, e-billing and client rates, financial systems support, procurement, revenue management, and working capital management.</p> <p>We have a fulltime role opportunity based in Brisbane for an experienced Accounts Payable Officer to join our Ashurst Service Central team.</p> <p>This role will report to the Finance Operations Manager.</p>
Main responsibilities:	<ul style="list-style-type: none">• Invoice entry of legal professional costs• Invoice entry of office costs to firm general ledger• Handling inquiries from suppliers (external)• Liaising with Ashurst Credit Control team & legal executives in relation to invoice follow ups and payments• Reconcile supplier vendor statements• Managing internal invoice inquires• Process Domestic payments via banking system in line with firm payment policy• Process International payments via Banking system in line with firm policy• Review firm corporate card transactions & staff reimbursements via Expense Management System (Chrome River)

	<ul style="list-style-type: none"> • Assist with administration of Corporate Card Program (applications, cancellations, general queries for firm corporate cards) • Assist with general ledger coding for invoices, assist with adjustments to general ledger coding where needed • Assist Global Procurement team with Purchase Order system • Understanding firm Chart of Accounts and provide basic training on general ledger coding to internal stakeholders • Provide support to Financial Management team where needed • General filing & administration • Risk and Control: Ensure that all activities and duties are carried out in full compliance with our regulatory requirements and internal policies.
<p>Essential skills and experience:</p>	<ul style="list-style-type: none"> • Minimum of 12 months working in finance • Experience with management of corporate card program • Experience with Purchase Order system • Strong verbal and written communication skills • Strong MS Excel and data entry abilities • Attention to detail
<p>Desired skills and experience:</p>	<ul style="list-style-type: none"> • Previous experience working in the legal industry (finance or other) highly advantageous • Working knowledge of Elite 3e or document management systems will be highly regarded • Knowledge of ANZ Global Transactive banking system or other online banking payable products an advantage • Exposure to Expense Management System an advantage
<p>Background checks:</p>	<p>In order to comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations.</p>