

Job Function: Sr. Team Member Expense Payable

Department- Administration & Facilities

Sub Department - Central Functions- Procurement & Expense Payable

Designation/ Grade- Manager to Senior Manager

Reporting to – Lead- Procurement & Expense Payable

Profile Summary

The Senior Team Member – Expense Payable, oversees billing operations to ensure accuracy, compliance, and efficiency. The role involves mentoring team members, overseeing billing reconciliation, and managing key stakeholder relationships to ensure smooth payment processing & Financial compliance.

Job Description

1. Oversee the billing operations, ensuring invoicing is accurate and in compliance with internal policies.
2. Responsible for Monthly Provisioning, GST Compliance and No Dues Certificates
3. Responsible for preparation of monthly lease rent scheduler
4. Tracking Open advances till recovery and reporting
5. Prepare and distribute regular reports on accounts payable status and expense trends
6. Coordinate with internal stakeholders and vendors to address and resolve billing issues promptly.
7. Monitor vendor performance in relation to billing accuracy and timeliness and evaluate vendors/ Internal Stakeholders accordingly.
8. Support in closing POs, managing pending invoices, and ensuring compliance with the company code of conduct.
9. Drive automation and system improvements to enhance billing processes.
10. Manage special projects related to billing improvements and risk mitigation.

Qualifications and Experience:

Qualifications/ Education – Bachelor's degree in accounting, Finance, Business Administration, or related field.

Experience: minimum 6 years of experience in billing, accounting, or financial management, preferably within NBFCs or financial institutions.

Knowledge and skills:

- Expertise in MS office, billing systems, financial software, and ERP platforms.
- Strong analytical and problem-solving skills with the ability to handle complex billing queries.
- Excellent team management and leadership skills.
- Thorough understanding of GST and other applicable financial regulations.

Classification | INTERNAL