



# Accounts Payable Assistant

📍 Київ,

Компанія: Plan International

Рубрики: [Бухгалтерія, фінанси, облік/аудит](#)

## Побажання до співробітника

Освіта: не має значення  
Досвід роботи: обов'язковий  
Графік роботи: повний робочий день

## Опис вакансії

Plan International is an independent child rights and humanitarian organization committed to children living a life free of poverty, violence and injustice.

We actively unite children, communities and other people who share our mission to make positive lasting changes in children's and young people's lives. We support children to gain the skills, knowledge and confidence they need to claim their rights to a fulfilling life, today and in the future. We place a specific focus on girls and women, who are most often left behind.

We have been building powerful partnerships for children for more than 75 years and are now active in more than 70 countries.

## What can you bring?

As Accounts Payable Assistant, your role will complement the overall payment flow of the response in either Ukraine, Moldova, Poland, or Romania with a focus on timely payment to suppliers and partners and bookkeeping. You will have specific responsibility for the purchase ledger and undertaking the processing and payment of all supplier invoices, partners payment and expense claims.

## You'll be responsible for the day to day operation of the Purchase Ledger systems (including local currency and €) for the Plan Country office, which will include the following tasks:

- Check invoices - including coding, authorization and required backup, ensuring that all submitted to Purchase Ledger comply with Plan's finance procedures
- Liaising with external suppliers regarding queries both in writing and on the telephone
- Bank Reconciliation for Supplier Invoices Payments
- Supporting the Accountant in preparing and analyzing financial transactions, month and year end reporting and analyses
- Supporting the establishment and operation of an archiving system for supplier payments, all vouchers and partner liquidations in the country
- Supporting monthly cash forecasts for the country office and liaising with the Country finance manager for final consolidation
- Supporting petty cash replenishment vouchers and validating petty cash count on a regular basis as per Plan financial guidelines

Please visit our website for full details: [jobs.plan-international.org/job/Bucharest%2C-Chisinau%2C-Warsaw-or-Accounts-Payable-Assistant/870174201/](https://jobs.plan-international.org/job/Bucharest%2C-Chisinau%2C-Warsaw-or-Accounts-Payable-Assistant/870174201/)

## Контактна інформація

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Сайт:

<https://jobs.plan-international.org/job/Bucharest%2C-Chisinau%2C-Warsaw-or-Accounts-Payable-Assistant/870174201/>