

Can you help us find  
more sustainable  
ways to build?



## [Accounts Payable Accountant]

As a member of Holcim Group, the world's global leader in innovative and sustainable building materials, Lafarge Egypt is reinventing the way the world builds. Supported by a strong team spread all over Egypt to shaping a greener, smarter and healthier world.

As we continue to look for more sustainable ways to build, we need world-class talent to join our team. People who are **passionate** about sustainability, driven by **curiosity** and keen to **grow**, **learn**, **develop** and **thrive** in our high-performance culture.

## The opportunity at a glance

Responsible for handling Egypt A/P daily operations. Coordinating with Different Business parties to ensure having a flawless end to end process. Monitor and review Vendor's balances, checking invoicing process, Answering Vendor's inquiries, Recording deductions.

Performing monthly Analysis for all AP accounts including GRIR aging analysis. Update changes in SAP Table maintenance, Revising all the FI documents to make sure the allocations are accurate. Provide all the needed documents and analysis for Audit Purposes, Leading the AP team during all Month End closing activities to make sure that all transactions reflected on time and meeting the Deadlines, Handling all Adhocs

## Your responsibilities

### **1- Health & Safety:**

Adhere to and enforce relevant legislation and policies and ensure that highest degree of safety and safe working practices are maintained.

### **2-Functional:**

#### **Handling all activities below for all Lafarge Egypt Entities:**

##### **1. AP Booking Process:**

- Daily booking of AP invoices in SAP.
- Manage invoices discrepancies and report any issues to AP supervisor.
- Perform daily communication needed with internal and external stakeholders to finalize daily booking process of all invoices.
- Recording all the FI Invoices and make sure that the invoices are matching with the supporting documents are aligned with the Direct Invoices policies and cost center used is correct.



- Ensure that country delegation of authority, threshold and minimum control standards are pursued.
- Checking all technical errors and coordinate with IT service center by opening incidents and change requests and following up till all issues are cleared.

## 2. Vendor Inquiries:

- Responsible for answering daily share of vendor inquiries through email, visits and other types of communication.
- Coordinate with MDM, Procurement and other departments all vendor requests.

## 3. Reporting and Analysis

- Perform employee's advances report and communicate any discrepancies with employees and related departments.
- Prepare AP monthly KP's and transactional volumes report.
- Perform petty cash report.
- Perform cash flow forecasting report related to AP account.
- Perform invoices pending in the flow report and send reminders to internal employees.
- Performing Ad hocks Reports and additional tasks assigned by top management.

## 4. Intercompany Flows:

- Booking of intercompany invoices are communicated from R2R team
- Support in IC mismatches.

## 5. MEC Activities:

- Record all plant and sites monthly deductions on different suppliers as received on a monthly basis.
- Report all materials and cost component invoices prices to commercial team to support them in reviewing cost.
- Report any accrual needs to FP&A and R2R teams.

## 6. Internal and External Audit Processes:

Provide internal and external audit requirements, walkthrough and evidence submission.

# Your experience

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### Education:

Bachelor Degree – Accounting /Finance

### Technical Skills:

- \* Financial Analytical Skills.
- \* Excellent English Language.
- \* Excellent Microsoft office (Excel, Word & PowerPoint).
- \* Problem Solving
- \* Good command of using SAP
- \* Good Communication and Presentation Skills

### Experience:

1 to 3 years of experience in accounts payable and SAP



## Our offer

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While you help us deliver world-class construction solutions, we promise to help you grow in a dynamic working environment that offers attractive working conditions and encourages personal and professional development.

Do you have the drive, the skills, and the passion to join us?

Apply now at ([Careers-eg@lafargeholcim.com](mailto:Careers-eg@lafargeholcim.com))

Mentioning the Job Title in the subject line.