Olympia Platina, 5th Floor
Plot # 33-B, South Phase
Guindy Industrial Estate
Chennai - 600 032 India
+91 44 6160 6666

www.frost.com
CIN No: U74140TN1999PTC079226

FROST & SULLIVAN

About Frost & Sullivan:
Frost & Sullivan is a global growth consulting company that has been partnering with organisations for over 60 years to drive transformational growth strategies through innovation, disruptive technologies, and emerging market opportunities https://www.frost.com/.

Position: Accounts Payable –Manager
Experience: 8–10 years
Qualification: B.Com / M.Com with Inter CA / CMA
Location- Chennai

About the Role
The Manager-Accounts Payable at **Frost & Sullivan** is responsible for overseeing the Accounts Payable team with the provision of all accounts payable services in accordance with Frost & Sullivan's policies and procedures for the **MEASA Region (India, United Arab Emirates, Saudi Arabia)**. The role is operational in nature, will be responsible for supervising, and processing supplier invoices, and intercompany payments whilst addressing supplier, performing supplier reconciliations, and other ad-hoc duties as required.

Responsibilities
- Review and validate invoices, ensuring completeness of details such as supplier information, invoice number, date, tax identification, and bank account details.
- Maintain a tracker for incoming vendor invoices to ensure timely processing.
- Process vendor invoices and resolve related queries effectively.
- Provide accurate estimates for periodic payment runs to support funds planning.
- Prepare periodic payment runs, wire transfer instructions/files, and distribute payment advice to vendors.
- Respond to and resolve vendor payment related queries via email in a timely manner.
- Independently execute transactional tasks to support compliance, planning, and execution of AP processes.
- Collaborate with requisitioners (via calls/emails) to resolve queries in line with AP guidelines.
- Adhere to internal compliance policies and operational guidelines set by management.
- Support ad-hoc reporting and requests from management.

Skills and Attributes
- Strong knowledge and hands-on experience in Indian taxation, including TDS and GST compliance.

- Knowledge and hands-on experience in UAE VAT and Saudi Arabia VAT and withholding tax regulations will be considered an added advantage.
- Experience in preparing and filing quarterly TDS returns (Form 26Q and Form 27Q) and ensuring timely issuance of TDS certificates (Form 16A) to suppliers on a quarterly basis.
- Proficient in processing outward remittance payments to suppliers and intercompany entities based on Form 15CB and Form 15CA, ensuring full compliance with FEMA and RBI regulations.
- Ability to lead and manage a team of 2–4 members.
- Strong verbal and written communication skills in English.
- Proven ability to manage high volumes of workload while meeting deadlines.
- Strong diligence, analytical thinking, and problem-solving abilities.
- Ability to work both independently and collaboratively with minimal supervision.
- Excellent interpersonal skills, fostering positive working relationships across teams and functions.

Required Competencies

- Graduate in Commerce (B.Com / M.Com) with Inter CA / CMA.
- Proficiency in Microsoft Office 365 (Excel, Word, PowerPoint, Outlook).
- Experience with Oracle NetSuite ERP is a plus.
- Minimum 3–5 years of experience in processing vendor invoices across multiple jurisdictions, including knowledge of applicable tax laws, will be an added advantage.