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

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.

Interested candidates can mail their resume to lionie.francica@frost.com