



ACCOUNTS PAYABLE OFFICER RELIEVER. TAGUIG, PHILIPPINES (THE)

Avia Solutions Group (ASG) Global Services Philippines is looking for an **Accounts Payable Officer (Reliever for 5 months)** to support **SmartLynx Australia**, a fully owned subsidiary of ASG in Australia.

Reporting to SmartLynx Australia, this role will be based in the ASG Global Services Philippines office in BGC, Taguig City, working in a hybrid setup, aligned with the Oceania time zone.

A trusted regional airline with over 30 years of experience connecting some of the most remote communities in the country, **SmartLynx Australia** is an established operator in the aviation industry in Australia. They currently operate a fleet of Jet and Turbo prop aircraft.

The parent company, Avia Solutions Group, is the leading aviation business group, operating across all continents with offices in Ireland, USA, Asia Pacific, UAE, Lithuania, South Africa, and Australia. Backed by 14 000 highly skilled aviation professionals, the group is the largest global ACMI provider, operating a fleet of more than 220 aircraft. The group also provides various aviation services such as MRO (Maintenance, Repair, and Overhaul), pilots and crew training, ground handling, and other interconnected solutions.

Role Overview:

As an Accounts Payable Officer, you play a vital role in supporting the organization's financial operations through the accurate and timely processing of invoices and payments. This includes ensuring all supplier invoices are properly documented, coded and approved before payment.

Key Responsibilities:

- Accurately process and enter creditor invoices into the finance system, ensuring appropriate cost coding, general ledger (GL) allocation, and compliance with Goods and Services Tax (GST) requirements.
- Oversee the invoice approval process to ensure all invoices are reviewed and authorized in line with company policies.
- Reconcile supplier statements against accounts payable records, promptly identifying and resolving discrepancies.
- Escalate anomalies or irregularities found during invoice verification to supervisors for timely resolution.
- Manage and monitor credit facility requests, ensuring efficient processing and proactive follow-up with creditors.
- Support month-end closing activities by completing assigned tasks within required deadlines.

What We Are Looking For:

- Bachelor's degree in financial management, Business Administration, or a related field.
- At least 3 years of experience in accounts payable or a similar finance-related role.
- Excellent verbal and written communication skills, with a proactive and solution-oriented mindset.

- Advanced proficiency in Microsoft Excel, including functions such as VLOOKUP, Pivot tables, and data analysis tools.
- Strong attention to detail and organizational skills, with the ability to work independently and accurately.
- Demonstrated ability to prioritize tasks, manage time effectively, and meet tight deadlines.
- A collaborative team player with a positive attitude and the ability to contribute to a supportive, team-focused environment.

Benefits for being part of our team:

- Work in a vibrant international and ever-growing business aviation environment.
- Learn and grow professionally in an exciting global industry.
- Join an exclusive and dynamic team where your insights are valued, and innovation drives success.
- Benefit from a flexible work environment and comprehensive perks that support your personal and professional well-being.
- Receive competitive compensation and recognition for your contributions to the team.

A remote workforce service centre supporting Avia Solutions Group's ACMI airlines and MROs worldwide.