

JOB DESCRIPTION & ANNUAL ACCOUNTABILITIES

REPORTING TO:	Team Leader
POSITION TITLE:	Finance Intern (Australian Inbound)
DIRECT REPORTS:	1
INDIRECT RPTS:	
DEPARTMENT:	Finance
LOCATION:	Colombo, Sri Lanka

POSITION PURPOSE:

The Finance Intern will be responsible for processing accounts payable, receivable for Australia Inbound businesses. This role will be working together and provide support to the Sri Lankan Australia Inbound team while continuously engaged in financial activities of assigned for Australia Inbound brand companies. The role is also requires to keep great relationship with the external and internal customers and employees while assisting in the management to deliver efficient and effective outcome.

This role is also responsible for assisting in the overall efficiency and process improvement, by providing best practice guidance & support and continuously looking for opportunities in improving processes of the Transactional Team.

QUALIFICATIONS AND EXPERIENCE

Undergraduate in Accounting or equivalent professional qualification

Under qualifications and experience

Computer literacy skills in MS Office environment

OTHER SKILLS AND ATTRIBUTES

Communication and interpersonal skills

People skills and the ability to communicate and work with internal & external stakeholders

Accountable and proactive in meeting deadlines

Self-motivated and can set own goals

Good eye and attention to detail

An understanding and belief in PEAK's Core Value

Annual Operational Accountabilities	Benchmark Measure
General Accounting	<ul style="list-style-type: none"> Ensure all receipts and invoices are entered in the system in a timely and accurate manner. Ensure all journals are posted in a timely and accurate manner. Knowledge sharing in bank account reconciliations.
Accounts Receivables	<ul style="list-style-type: none"> Ensure all cash receipts are posted within a timely and accurate manner. Ensure all agent statement receipting completed within a timely and accurate manner.
Accounts Payable	<ul style="list-style-type: none"> Ensure all invoices are entered in the system in order to arrange the payment to suppliers in a timely and accurate manner. Ensure all internal and external suppliers (including offshore and inter-company) and are paid in a timely and accurate manner. Manage and ensure a high level of customer service is provided to both internal and external suppliers at all times. On a monthly basis and ensure all invoices and payments are closed off, to maintain a clean and up to date Accounts Payable ledger.
Manage Policies and procedures	<ul style="list-style-type: none"> Ensure all accounting and policies and procedures in place are followed.

Communications	<ul style="list-style-type: none">✓ Ensure clear, efficient and effective communication at all times to group wide businesses and our external customers.✓ Effectively manage all external supplier communications relating to payments/invoices.✓ Ensure all responses to both internal and external customers is completed in a timely manner.
Continuous Improvement and Best Practice	<ul style="list-style-type: none">✓ Assist in creating best practice activities and amendments to existing work flows.✓ Look for opportunities to use automation and systems to replace existing manual processes.
Other Duties as directed	<ul style="list-style-type: none">✓ Adhoc duties as directed