

# ACCOUNTS PAYABLE OFFICER

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## ***Our Firm:***

Hiswara Bunjamin & Tandjung is a leading Indonesian commercial law firm. We provide high quality, innovative Indonesian legal services, based on informed and commercially relevant local knowledge.

Our partners are experienced Indonesian lawyers with many years' experience advising clients across all major industry sectors. Our client base includes some of the largest multinational corporations and financial institutions. Over many years, we have advised these clients on some of Indonesia's most ground-breaking transactions and projects, as well as in relation to complex disputes, investigations and regulatory matters.

Through our longstanding association with leading global law firm Herbert Smith Freehills we offer clients an unrivalled combination of first-class local knowledge and the highest international standards in client care and sector expertise – a combination which has helped many major global companies navigate the legal, regulatory and business challenges of working in Indonesia. Our Jakarta office includes long-term international counsel seconded from Herbert Smith Freehills, while Herbert Smith Freehills' Singapore office includes recognised Indonesia specialists.

<https://www.hbtlaw.com/>

## ***The opportunity:***

We are seeking a committed Accounts Payable officer to be based in Jakarta office and report to Finance Accounting Assistant Manager.

To be successful in this role, you should have:

1. Graduated from a reputable University and have minimum 4-year experience as an Accountant.
2. Having experiences in a legal or professional services firm is an advantage.
3. Personal accountability for your work, ensuring tasks are completed on time and to a high standard; attention to the quality and accuracy of your work and be able to work in a constructive and efficient ways using a range of resources to find solutions

4. Demonstrated business partnering and influencing skills and be able to develop relationship at all levels of seniority.
5. Experience in handling sensitive information
6. Ability to recognise challenging situation and know how to escalate the matter quickly and appropriately, ability to take a flexible approach to manage changing priorities and resolve issues.
7. Good communication skills, adopts a positive communication style and ability to understand the issues and contribute to finding solutions.
8. Good collaboration skills, recognises how your work contributes to and affects the work of others, monitor progress of tasks and follow up with others so that work is completed and delivered on time.

***Key Responsibilities:***

**Primary Responsibilities:**

**Accounting**

- Check accuracy and validity of vendor invoice / payment request before input into the system
- Check if there is any tax to be withheld from payment to vendors/suppliers, tax invoice (Faktur Pajak) and requirement of DGT/CoR documents.
- Process payment in accordance with firm's policies and procedures.
- Process payment via electronic bank payments.
- Liaise with Tax supervisor to confirm the implementation of taxation on the expenses are properly applied.
- Update weekly tax rate in ProHukum accounting system.
- Follow up settlement of cash advances to the relevant parties.
- Maintain prepayments list made every quarter or very year.
- Maintain and make sure accuracy of Accounts Payable aging list.
- Ensure proper filing of hardcopy documents together with supporting documents and tax invoice.
- Ensure hardcopy and softcopy of bank statements are obtained and properly filed.

**Reporting**

- Prepare report of cash advances which are held by Operation team on bi-weekly basis.
- Prepare report to relevant parties about advance payment made to the staff and to third parties.
- Prepare summary monthly and quarterly foreign currency payment (outgoing) for report to Bank of Indonesia
- Prepare report to Office Manager, Business Development Manager and IT Manager on actual incurred cost and make a comparison against budget.

## ***HOW TO APPLY***

Please send your full CV in English with the email subject: "Accounts Payable Officer – Your Name" to: [recruitment@hbtlaw.com](mailto:recruitment@hbtlaw.com)

## **WHY JOIN US**

### **A PLACE TO MAKE A DIFFERENCE**

By joining Hiswara Bunjamin & Tandjung you will become an integral part of one of Indonesia's leading legal practices, with broad exposure to high quality international legal work, working alongside the global network of our associated firm Herbert Smith Freehills.

Our lawyers serve many of the world's most ambitious organisations to understand and thrive in Indonesia. Our clients trust us with their most important transactions, disputes and projects.

You will play a vital role in supporting our lawyers to deliver the service to clients.