



AERO
NORWAY
Quality Engines

Flyplassvegen 220
4055 Sola, Norway
+47 51 64 20 00
aeronorway.no

ACCOUNTS PAYABLE ADMINISTRATOR

Aero Norway is looking for a highly motivated candidate with the ability to work within an intense, high-paced work environment.

Job description

- Process AP invoices into the ERP system, Ramco.
- Work closely with buyers to ensure timely approval and processing of invoices on time.
- Ensure the invoice is matched to the correct Purchase Order (PO)
- For non PO invoices ensure approval is obtained from the correct and the coding to the correct general ledger code
- Load weekly FX rate into Ramco
- Managing AP mailbox.
- Working with materials/buying team to ensure new vendors and bank information is correct.
- VAT understanding
- Being involved in the invoice scanner introduction project team.
- Some balance sheet reconciliations.
- Perform work in compliance with all applicable regulations and requirements, attend quality related training, and at all-time comply with the company quality policy.

Other tasks

While this is a finance role you may be asked to do some general administrative tasks. Answering the phone at reception from time to time, managing the welcome screen at reception for visitors and ordering office supplies.

Qualifications

- A diploma or qualification in accounting or economics
- Fluent in English and Norwegian

- Knowledge of Excel or good IT skills with the ability to learn excel on the job
- Strong Communication skills in all forms

Abilities

- Positive self-motivated person
- Process improvement mentality
- Competent and interested in solving tasks in a fast paced environment.
- Structured and process driven

We can offer:

- The opportunity to learn and develop your career in an exciting industry.
- You will feel fully involved in the day to day operations of the business and will be able to influence the continued success and growth of a rapidly growing organization.
- Whilst we all work very hard, we have a culture that's relaxed and down-to-earth, positive and professional.
- A proactive approach to constantly improving processes to ensure a rewarding working day and a good work life balance.

Starting date: As soon as possible

Working hours: At 08.00 to 16.00. Monday to Friday.

Questions regarding the position may be directed to

tone.eide@aeronorway.

You can submit your application and CV to careers@aeronorway.no