

Job Title	Accounts Payable Assistant
Wage	£19,200- £21,600 Gross per annum + Benefits
Hours	9.00AM – 5.30PM Mon- Fri
Location	CTE London Office
Duration	Permanent

China Telecom (Europe) Ltd is looking for a professional, ambitious individual looking for a new challenge for the new position as Accounts Payable Assistant.

This is an interesting role where you will use your ability to think creatively and analytically.

Your main duties will include but not limit to:

- Submitting invoices for a payment on internally generated system by allocating them to a relevant contract;
- International voice traffic invoices preparation and settlement;
- Data entry

With great career development potential and stimulating work from the outset, the role involves constant communication with Network, Sales Support and Finance Departments.

Previous experience and excellent business communication skills are required to deal with supplier disputes; requesting a credit note where necessary; adjusting invoice period; checking voice traffic and voice billing management.

The candidate must be fluent in German and English.

2-3 years experience in international voice business accounting and settlement will be an advantage.

Experience in data entry and contract management is preferable.