

Job Title: Accounts Payable Clerk

Job Type: Full-time / Remote

Location: Egypt

Department: Finance

About Global Knowledge

Build a career where learning never stops. Global Knowledge is one of the largest independent IT and business education providers in the world, and we're looking for energetic professionals to join our award-winning team.

Global Knowledge builds the people, that organizations need for their next chapter — in IT, engineering, and business — and stands behind whether they can actually do the work. For 30 years, we've helped teams navigate every major technology shift, from client-server to cloud to AI, backed by a global network of 900+ real-world experts and delivery in 150+ locations worldwide.

We work where capability isn't optional — financial services, healthcare, federal and defense, telco — wherever organizations are investing in AI, cloud, and security, we build the people who put it to work. Join us to help write that next chapter.

The Opportunity:

We are looking for an organised and detail-focused Accounts Payable Clerk to join our Finance team.

Reporting into the Accounts Payable Manager, you will support the day-to-day running of the Accounts Payable function, ensuring supplier invoices are processed accurately, queries are resolved promptly and supplier accounts are maintained effectively.

What You Will Own

Key Responsibilities

- Process and post supplier invoices accurately and within agreed timescales.
- Monitor and manage shared Accounts Payable mailboxes.
- Respond to supplier queries professionally and efficiently.
- Liaise with internal departments to resolve invoice, purchase order and payment queries.

- Reconcile supplier statements and investigate outstanding or missing items.
- Request missing invoices and credit notes from suppliers where required.
- Resolve invoice discrepancies, including PO and goods receipt queries.
- Maintain accurate supplier account records.
- Support supplier payment runs and related payment activities.
- Follow up on outstanding invoice approvals.
- Build positive working relationships with both internal stakeholders and external suppliers.
- Support month-end Accounts Payable activities and account reconciliations.
- Identify and investigate duplicate invoices or other account discrepancies.
- Ensure all Accounts Payable processes and internal financial controls are followed.
- Provide general support to the wider Finance team.
- Complete any additional ad hoc Accounts Payable or administrative tasks as required.

What You'll Bring

Required Qualifications

- Previous Accounts Payable or Purchase Ledger experience.
- Experience processing a high volume of invoices.
- Strong attention to detail and accuracy.
- Good organisational and time-management skills.
- Confidence managing multiple priorities and deadlines.
- Strong written and verbal communication skills.
- Experience resolving supplier and invoice queries.
- Proficient Microsoft Excel skills.
- Experience using an ERP or accounting system.
- A proactive approach and willingness to take ownership of tasks from start to finish.

Preferred Qualifications

- Committed to providing excellent customer service / support to internal and external stakeholders
- Ability to adapt to a fast-paced environment, manage multiple tasks and meet deadlines.
- Stay updated on relevant accounting regulations and best practices.

What We Offer

- Competitive compensation and comprehensive benefits package.
- Professional growth and development opportunities.

Our Hiring Process

In collaboration with our recruitment team, AI tools may be used to help assess applications, though they never replace human judgement. Our process: recruiter screen, technical interview where applicable, leader interview, team interview, and an offer pending successful reference and background checks.

How to Apply

To apply, please email your CV to **careers@globalknowledge.com** with the job title in the subject line. Please note that only candidates selected for an interview will be contacted.

Equal Opportunity Statement

Global Knowledge is committed to building a diverse and inclusive team. We welcome applications from all qualified candidates regardless of race, gender, age, religion, disability, sexual orientation, or any other protected characteristic. We encourage you to apply even if you don't meet every qualification listed.

Privacy Notice

Any personal information you provide during the recruitment process will be processed in accordance with applicable data protection legislation and our Privacy Notice [Legal Terms of Service | Global Knowledge](#).