

Accounts Payable Manager

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Company: Robert Half

Location: Bedford

Category: office-and-administrative-support

The Permanent Division of Robert Half is currently recruiting for an Accounts Payable Supervisor on behalf of a Packaging supplier with offices in Bedford

The Role

The Accounts Payable Supervisor is responsible for managing and supporting the Accounts Payable team, organising and monitoring workflow; ensuring continuous process improvements and productivity targets and deadlines are met on a weekly and monthly basis. Looking for someone who is AAT Level 4 qualifications or equivalent experience.

Day to day duties for the Accounts Payable Assistant will consist of:

Providing day to day support and guidance to the Accounts Payable Assistants acting as mentor and coach in day-to-day tasks and be first point of contact

Taking full ownership of month-end procedures to meet deadlines.

Ensuring completeness and accuracy of information entered onto the ledgers.

Processing multi-VAT purchase ledger invoices.

Processing non-stock invoices ensuring these are coded according to budget.

Reviewing supplier queries and work with departments to help reduce future non-conformances.

Mapping new processes to find efficiencies within the team.

Supporting the AP team to meet weekly performance KPIs.

Supporting across all Purchase Ledger tasks as and when required.

Facilitate own development of functional, people and leadership skills and knowledge by attending training events and all company events

Your Profile

Previous experience in supervising a transactional accounting team

Good exposure to ERP systems and demonstrates good understanding of finance systems and accounting packages.

Excellent data manipulation and Excel capabilities

Great accuracy, attention to detail and passionate for numbers

Prioritises and adapts to changing requirements.

Packaging made smarter.

Demonstrates good organisational and customer service skills.

Demonstrates excellent verbal and written communication skills.

Demonstrates a willingness to identify and own a problem.

PC literate with the ability to use MS Office software

Demonstrates excellent people management skills

Effectively manage a team ensuring KPI's are met

Creates a positive culture with a can-do attitude.

Understands and demonstrates the values and culture of the business; taking a values led, positive leadership approach

Builds strong and effective working relationships at all levels across the business ensuring

a collaborative approach.

Salary and Benefits

Role of Accounts Payable in Bedford are paying a Salary of up to £40,000 - dependant on experience. This is a hybrid role that will be required to be office based until end of probation. The working hours are 40 hours per week. 23 days holiday + Bank holidays. Free On-site parking, Life insurance and more

Robert Half Ltd acts as an employment business for temporary positions and an employment agency for permanent positions. Robert Half is committed to equal opportunity and diversity.

Suitable candidates with equivalent qualifications and more or less experience can apply.

Rates of pay and salary ranges are dependent upon your experience, qualifications and training.

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