

## Accounts Payable Supervisor

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Company: Parkside

Location: Egham

Category: office-and-administrative-support

My client are looking for an experienced Accounts / Purchase Ledger Supervisor to join their busy team in Egham. Previous supervisory and Purchase Ledger experience is required £33-40Kpa.

The professional in this role is tasked with maintaining the company purchase ledger, to the highest standards of consistency and accuracy.

Oversee and prioritise the daily workload and train the accounts payable team

KPI management and ensuring the team are motivated and supported

Organise and regulate accounts payable procedures within the business and ensure the use of the appropriate standards

Knowledge of VAT rules and regulations

Knowledge of a document management system, implementation and restructuring

Logging, maintaining and filing invoices of special entities

Processing company expenses

Statement reconciliations and requesting missing invoices

Investigating purchase ledger queries

Creating company reports

Liaising with suppliers and Accounts Managers

Maintaining the accuracy of supplier details

Liaising with the treasurer and Accounts Managers on payment amounts and timings

Any adhoc projects that may be assigned

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