

Accounts Payable Supervisor

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Company: Page Personnel

Location: Greenford

Category: office-and-administrative-support

Competitive hourly rate

Quick start

About Our Client

This company supply's biodynamic, organic, and conventional fruit and vegetables, alongside hundreds of unique and niche brands to deliver the ultimate one-stop solution for food retailers. We also tailor bespoke solutions for multi-site retail and home delivery companies.

Job Description

Responsibilities for the Accounts Payable Supervisor role:

This is a temporary role with the potential to go permanent

Hours are 9:00 - 5:30pm with an hour for lunch

High volume invoice processing (some multi-currency work)

Payment runs

Supplier statement reconciliations

Resolving supplier queries

Raising invoices

Ad-hoc chasing

Sending remittances

Supervising 3 employees

The Successful Applicant

What the client in Greenford is looking for:

Good Excel skills (pivot tables, v look ups)

Someone who is flexible and diligent

Somebody with good all-around Accounts experience

What's on Offer

Whats on offer with the Accounts Payable Supervisor role:

Competitive hourly rate

Immediate start

Accessible location

Vast infrastructure nearby

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