

## Accounts Payable Supervisor - Hybrid

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Company: Sheridan Maine

Location: Lymington

Category: office-and-administrative-support

Sheridan Maine is collaborating with our client who is based in Lymington to recruit for a committed Accounts Payable Supervisor. Joining a welcoming and supportive team environment within the finance department, the successful candidate will play a pivotal role in managing all aspects of the accounts payable processes.

This position offers a hybrid working arrangement, with the flexibility of 2 days working from home and 3 days in the office. Additionally, study support is available for your professional development.

As the Accounts Payable Supervisor, your main responsibilities will include:

Managing all aspects of the accounts payable processes.

Allocating queries to members of the accounts payable team.

Resolution of all supplier queries.

Managing the invoice approval process and payment of suppliers.

Preparation of the supplier payment run.

Processing expenses.

Collaborating with the management team.

Identifying and implementing improvements to enhance efficiency.

To be successful in this role, you should possess the following skills and experience:

Demonstrated experience in a similar role within the accounting and finance field.

Intermediate Excel skills for effective data management.

Ability to work independently and collaboratively within the team, prioritising tasks to meet deadlines.

Strong communication and organisational skills.

Exceptional accuracy and attention to detail.

If you are a dedicated professional with a background in accounting and finance, possessing the required skills and qualifications, we encourage you to apply for this exciting opportunity!

You are required to be eligible to work in the UK full time without restriction.

Due to the high volume of applications we receive it is not always possible to respond to unsuccessful applicants. Therefore, if we have not responded to your application within five days, please assume that on this occasion your application has not been successful.

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