

Accounts Payable Supervisor

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Company: Office Angels

Location: Putney

Category: other-general

Accounts Payable Supervisor

Putney

Up to £43,000pa PLUS GREAT benefits!!

Are you an experienced Accounts Payable professional with a passion for team management and process optimisation? Our client is seeking a dedicated and detail-oriented Accounts Payable Supervisor to join their dynamic finance team. If you are someone who thrives in a fast-paced environment, values accuracy and continuous improvement, and enjoys working collaboratively, then this could be the perfect opportunity for you!

Responsibilities:

Manage the daily operations of the purchase ledger team, ensuring department processes and policies are followed.

Assist in reviewing and implementing new policies and processes to enhance efficiency.

Oversee all Purchase Ledger transactions, ensuring invoices are approved, processed, and paid within established KPIs.

Prepare and manage payment runs.

Foster strong relationships with internal stakeholders, including restaurants, suppliers, and central support departments.

Take control of key supplier accounts, maintaining accurate records and resolving any discrepancies promptly.

Complete monthly statement reconciliations and thoroughly review and address any reconciling items.

Ensure all documentation is properly stored and archived in compliance with procedures and retention policies.

Meet all period close deadlines, including necessary checks and period end accruals. Key skills:

3-5 years+ of previous purchase ledger and team management experience.

Embrace the values of our client's Finance Team, dedicated to maintaining core beliefs, purpose, principles, and goals.

Highly organised and process-driven, with a strong ability to manage time and priorities to meet deadlines.

Inquisitive nature and lateral thinker, with a keen eye for problem-solving and continuous improvement.

Calm and collected under pressure, able to distinguish critical matters from chaos.

Thrives as part of a team, contributing to shared goals and objectives.

Meticulous attention to detail and unwavering accuracy.

Excellent communicator, both verbally and written, with a courteous and friendly approach.

Passionate and can-do attitude, consistently delivering great results.

Flexible and adaptable, comfortable embracing change and working in a fast-paced environment.

Proficient in Microsoft Excel (intermediate skills) and familiarity with ERP systems. Knowledge of Invoicing by EDI would be an advantage. Join our client's finance team and make an impact as an Accounts Payable Supervisor. Apply now and take your career to new heights in a supportive, collaborative, and growth-oriented environment. Don't miss out on this exciting opportunity - apply today!

Office Angels acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. Office Angels UK is an Equal Opportunities

Employer.

By applying for this role your details will be submitted to Office Angels. Our Candidate Privacy Information Statement explaining how we will use your information is available on our website.

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