

Accounts Payable Supervisor

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Company: Marc Daniels

Location: Wokingham

Category: other-general

Marc Daniels are recruiting for an Accounts Payable Lead to join a large multi-site business based in Wokingham. This role will be right for you if you have experience in Accounts Payables and want to take the next step and take full ownership of a ledger with a view to their being direct reports down the line. This role is with a company that can offer progression and support to those looking to take the next steps in their accounting career.

This role is very hybrid (2 days a week in the office), offers study support and a host of other benefits and there can be some flexibility regarding the hours.

Responsibilities:

Input supplier invoices onto Xero accurately and allocated to the correct general ledger.

Ensure sufficient authorisation is obtained to allow payment.

Ensuring that renewals are processed

Deal in with an email box and member queries

Obtain supplier statements for use with account reconciliation and payment authorisation.

Process weekly supplier payments submissions

Liaise with other Departments and build relationships with relevant suppliers to ensure accurate records.

Collaboration with HOF to avoid overdue payments whilst maintaining an effective cashflow position.

Meet deadlines set for completing purchase invoice processing.

Administrative tasks, I.E. filing and producing adhoc reports.Skills & Experience Required:

Experience working with Xero and PO software (very desirable)

Similar experience in a finance role

Worked in a busy environment with tight deadlines.

Good levels of accuracy

Ability to problem solve.

Excellent time management and organisational skills and ability to work well under pressure.

Passionate about delivering exceptional customer serviceBy applying you will be registered

as a candidate with Marc Daniels Specialist Recruitment Limited. Our Privacy Policy is

available on our website and explains how we will use your personal data.

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