

Accounts Payable Team Leader

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Company: Page Personnel

Location: Woking

Category: office-and-administrative-support

Well recognised and respected business

Varied and interesting role

About Our Client

Our client a highly successful and recognised business based on the outskirts of Woking, Surrey are currently recruiting for an Accounts Payable Team Leader to join the team. Hybrid working available and due to location its better if you're a driver

Job Description

Reporting into the Financial Controller the Accounts Payable Team Leader will be responsible for:

Responsible for the management of the Accounts Payable function to ensure processes are adhered to, disputed invoices are documented appropriately, and escalation routes are used.

Leading and motivating a team of Accounts Payable professionals to ensure work undertaken is accurate, timely, and efficient along with sustained engagement and motivation.

Responsible for the processing of supplier invoices, resolving supplier queries, reconciling supplier payments, and paying suppliers within agreed payment terms.

Managing the arrangement of payments in line with authorisation limits and sign off.

Managing the payment cycle and optimize cash flow for the organisation.

Developing and maintaining strong supplier relationships, resolving any payment related issues.

Driving an engaged team through objective setting, PDR management, 1:1's, feedback, team meetings; Values and Vision

Collaborating with other departments to ensure financial accuracy and compliance.

Developing and enhancing accounts payable processes and procedures for compliance and efficiency.

To manage and develop the performance of the team to achieve an efficient and effective team.

The Successful Applicant

Experience as an Accounts Payable Team Leader or some kind of Supervisor/ Management is required

Accounts Payable experience is essential

Excellent organisational skills

Ability to prioritise and work to tight deadlines

Motivated, driven and a proactive team player

Good written and oral communication skills

Strong attention to detail

What's on Offer

Salary £30,000 - £38,000

Hybrid Working Pattern 3 days in the office and 2 days from home

35 hour working week - 9.00am 5.00pm

Study Support for an Accountancy Qualification but you don't need to be studying

25 days holiday + 8 days bank holiday

Pension Scheme - Competitive and Contributory

Life Assurance

Great Discounts across the company group

Free Parking and due to location you'd need to drive

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