

## Accounts Payable Team Leader

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Company: Page Personnel

Location: Woking

Category: other-general

Highly successful and growing business Great culture and team  
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 the processing of supplier invoices, resolving supplier queries, reconciling supplier payments, and paying suppliers within agreed payment terms. 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. 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. Driving an engaged team through objective setting, PDR management, 1:1's, feedback, team meetings; Values and Vision  
The Successful Applicant Experience as an Accounts Payable Team Leader / Supervisor is highly desirable but not

essential Extensive 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 - £35,000 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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