

Accounts Payable Team Leader

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Company: Page Personnel

Location: Woking

Category: other-general

Excellent Culture and Team Highly Successful and Recognised Business 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 even if its for one person Accounts Payable experience is essential Excellent organisational skills Ability to prioritise and work to tight

deadlinesMotivated, driven and a proactive team player Good written and oral communication skillsStrong attention to detail What's on Offer Salary £30,000 - £38,000Hybrid 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 studying25 days holiday + 8 days bank holidayPension Scheme - Competitive and ContributoryLife Assurance Great Discounts across the company group Free Parking and due to location you'd need to drive

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