

AP Supervisor

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Company: Axon Moore

Location: Harpurhey

Category: other-general

Accounts Payable Supervisor |Manchester (Hybrid) | Temp to perm | £35,000 - £40,000 DOE

Axon Moore are exclusively recruiting an Accounts Payable Supervisor for a well-established and growing business with their head office based in North Manchester. Their head office/shared service centre is the central function for finance, managing all aspects for the UK and EU entities. This role is required ASAP with the aim to go permanent.

About the role

The purpose of this role is to assist the AP Manager and ensure the delivery of the PTP function. You will oversee a team of associates, around 6 in total. This isn't too hands on in terms of processing, more of a supervisory role and direct report into the Manager. You will resolve escalated queries and follow the flow of work to ensure prompt payment of supplier invoices.

Benefits

- Hybrid working with flexibility in hours.
- 33 days holiday inc bank holidays, with extra holidays rewarded for attendance

- Other benefits are available on request.

Main Duties

- Monitor the sub-team and ensure productivity and accuracy in the team
- Ensure the team as trained on new processes and their role
- Be the point of contact for escalated queries related to suppliers
- Performing proactive vendor accounts and debit balance reconciliations to identify any missing invoices and prevent future payment delays
- Investigating and solving issues with blocked invoices
- Reconciling outstanding supplier invoices detailed on supplier statement to the GRNI report
- Ensure internal and external stakeholders receive a great level of customer service
- Following company policies, procedures and controls daily
- Contributing to achievement of SLA's and KPI's
- Perform periodic performance review with the team
- Challenging the team and encouraging best practice and process improvement
- Manage the team's time and attendance, ensuring sufficient cover across the teams

Person specification

- 2+ Years previous Accounts Payable Supervisory experience is essential
- Experience managing a team in a high volume, fast paced environment
- Intermediate Excel (Pivot tables/Look ups) is essential
- Innovative and keen to improve and challenge existing processes
- Good organisational skills, with the ability to multitask and prioritise
- Confident communicator both written and verbally
- Performance driven and keen to exceed expectations
- People led approach to managing a team.

For immediate consideration or more information on the role, please contact Lorna Duka: (url removed) at Axon Moore

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Cross References and Citations:

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