

Accounts Payable Manager

Job Title:	Accounts Payable Manager
Department:	Finance
Reporting to:	Group Financial Controller
Responsible for (staff):	Accounts Payable Team – Direct Line Management of PL Supervisor
Location:	Upminster, Essex
General Purpose of Role:	<p>Reporting to the financial controller, this role will have overall responsibility for managing the efficient daily running of the accounts payable department, ensuring that purchase invoices are properly accounted and processed according to the company policies and procedures; that payments are made to all creditors within the agreed contract terms and in accordance with current available funds and that the necessary records and reports are maintained.</p> <p>This role will also be responsible for developing a framework of continuous improvement, implementing and managing operational goals and KPI's and monitoring achievements of performance and profit objectives.</p>

ACCOUNTABILITIES

- Ensure accuracy, timeliness, and efficiency in processing to align with operational needs
- Build strong relationships and work closely with suppliers to ensure efficiency in processes; ensure swift resolution of all payments or billing issues with suppliers, identifying and resolving the source of issues in an effective manner
- Manage monthly closing of accounts payable to agreed deadlines ensuring accuracy of financial statements, including determination of unposted invoice accruals for major suppliers; completion of supplier statement reconciliations in accordance with agreed schedules; completion of bank reconciliations and monitoring of the ledgers for debit balances and duplicate payments
- Work with the financial accountant in the preparation of the annual accounts and associated lead schedules for the external audit, providing information as required on a timely basis
- Working knowledge of VAT regulations to ensure accurate input VAT recovery and provision of VAT reports and analysis as required for VAT returns
- Partner with the Financial Accountant and finance business partners to support cashflow management
- Approval of all payment runs and ad hoc payments prior to group level approval being requested, ensuring all payments are properly authorised and queried items are not paid until resolved and that the correct payments are made to the correct creditors
- Lead the team in identifying and implementing process improvements to drive overall efficiency.
- Management and development of the purchase ledger team, planning directing and reviewing their work and selecting and hiring employees when required. Foster and maintain a positive work environment by emphasizing the importance of teamwork and by providing encouragement and regular positive feedback
- Train and evaluate employees to enhance their performance, development, and work product. Create, implement, monitor and report on KPI's to accurately assess performance and use data to inform management decisions/areas of focus and make recommendations for personnel actions
- Prepare and provide all management information and reporting for the accounts payable function including payment disclosure reporting for inclusion in the board packs
- Provide proactive support to and liaise directly with other departments to provide analysis and process improvement as needed.
- Undertake ad-hoc financial projects as the need arises
- Stay current on accounts payable trends, and also focus on how industry trends will influence and support company's policy

KNOWLEDGE AND SKILLS

Specific Qualifications:

- Must have technical proficiency and knowledge in MS Office (Word, Excel, PowerPoint, and Outlook).

Knowledge and Experience

- Must have extensive working knowledge and experience within an accounts payable department with three or more years of leadership experience included

Skills Competence

- Possess strong interpersonal and communication skills, both verbal and in writing, for interacting and communicating with all stakeholders, having the ability to resolve problems and conflicts in a diplomatic and tactful manner.
- Have strong analytical and problem solving skills
- Have attention to detail and be numerate
- Possess good planning and organizational skills to balance and prioritise work; be able to work under pressure and meet assigned deadlines
- Have a high level of integrity
- Must possess initiative and be receptive to feedback and strive for professional continuous improvement

VALUES & BEHAVIOURS

Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others