JOB PROFILE

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| Job Title:  Job Purpose:  Key Relationships: | Accounts Payable Manager  To be responsible for the management and efficient operation of the AP & AR team ensuring that all liabilities are correctly stated, suppliers are paid appropriately and posting of costs are accurate and debtors are received. Holding overall responsibility for managing and maintaining multi-currency AP &AR ledgers.  Finance Team, Suppliers, Debtors |
| Reports to: | Head of Financial Control |
| Secondary reports: | None |

**Role and Responsibilities**

* Accounts Payable
* Managing 3 direct reports who are responsible for inputting all invoices and credit notes in line with service level agreements
* Managing weekly payment runs using Barclays banking systems
* Managing and resolving queries
* Completing and reviewing supplier statement reconciliations
* Periodic review of AP ledgers, identifying and managing any risk
* Responsible for month end reporting and the preparation of balance sheet reconciliations
* Implementing financial processes and controls across the finance function and wider business.
* Ad-hoc project work that may be required by the Head of Finance

**Key skills and experience**

* Experience in managing small teams
* 1-2 years’ experience as AP & AR manager
* High degree of AP Knowledge including VAT, general ledger accounting issues and internal controls
* Logical, systematic and organised problem solver
* Strong Communicator with the ability to build relationships across the wider business
* Excellent organisational and time-management skills
* International retail experience (stock experience mandatory)
* Strong working use of Microsoft Excel

**People Values**

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| **Collaborate** | * Common purpose * Aligned * One team |
| **Respect** | * Awareness and consideration of each other’s priorities pressures and achievements * Self-awareness * Appreciative |
| **Engagement** | * Makes sense * Happy * Friendly * Energised * Clarity of expectations |
| **Ambition** | * Proactive * Passionate * Can-do attitude * Dedicated * Striving for success |
| **Trust** | * Belief in one another * Confident * Challenging |
| **Empowerment** | * Entrust * Recognise * Delegate * Reward |