

HOBBS

LONDON

JOB PROFILE

Job Title:	Accounts Payable Manager
Job Purpose:	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.
Key Relationships:	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

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People Values

Collaborate	<ul style="list-style-type: none">• Common purpose• Aligned• One team
Respect	<ul style="list-style-type: none">• Awareness and consideration of each other's priorities pressures and achievements• Self-awareness• Appreciative
Engagement	<ul style="list-style-type: none">• Makes sense• Happy• Friendly• Energised• Clarity of expectations
Ambition	<ul style="list-style-type: none">• Proactive• Passionate• Can-do attitude• Dedicated• Striving for success
Trust	<ul style="list-style-type: none">• Belief in one another• Confident• Challenging
Empowerment	<ul style="list-style-type: none">• Entrust• Recognise• Delegate• Reward

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