

JOB DESCRIPTION

Job Title: Accounts Payable Supervisor
Department: Finance
Reports to: Head of Finance Operations
Type: Permanent

Role Overview

This is a key position within the Finance Operations team with responsibility for the smooth running of the Accounts Payable/Receivable function for The White Company. You will be responsible for managing a busy team of five, ensuring suppliers are paid on time, building and maintaining strong supplier relationships whilst delivering a first-class service to all stakeholders across the business. The role will cover the management of all the elements associated with Accounts Payable and Accounts Receivable functions covering the UK, USA and Ireland.

This is an exciting time to join the team as we prepare to implement a new ERP (Microsoft D365) and Invoice Scanning solution and support the growth of the AR team as the business continues to expand into new channels including B2B and Wholesale.

Main Responsibilities

- Management of the Accounts Payable/Receivable team including objective setting, performance reviews, personal development and training
- Ensuring all supplier invoices, credit notes and employee expenses are entered accurately and in-line with payment deadlines
- Support the successful implementation of D365 which includes Invoice Scanning (OCR) functionality and manage the team through a period of significant change
- Processing of all BACS payment runs for suppliers and employees, ensuring multi-currency payments are made on time with a high degree of accuracy
- Liaising with the business to ensure timely approval of invoices & efficient payment of suppliers taking into consideration terms
- Overseeing the process for investigation and timely resolution of invoice queries and reconciliation of supplier statements
- Management of Accounts Receivable function ensuring customer invoices are sent on time and payments are received within agreed terms
- Ongoing review of Aged Creditors and Debtors; highlighting and clearing old balances as required
- Building and maintaining strong relationships with Suppliers and stakeholders across the business
- Reporting of Accounts Payable and Accounts Receivable KPIs including the quarterly reporting of the Payment Practices Report

Key Skills and Qualifications

- At least 3 years managing an AP team, processing high volumes of invoices per day (for context, The White Company processes 28k invoices per year)
- Experienced leader with strong communication skills and ideally with experience of managing teams through change
- Experience of Microsoft Dynamics/D365 would be an advantage including experience of using or implementing Invoice Scanning (OCR) software

- Strong organisational and time management skills with the ability to prioritise and deliver to tight deadlines in a busy environment