

## Job description

<b>Role title</b>	Accounts Payable Supervisor
<b>Reporting to</b>	Financial Controller
<b>Role duration</b>	Permanent

### Purpose of the role

<b>Responsibilities</b>
<p><b>Accounts Payable Supervisor:</b></p> <ul style="list-style-type: none"> <li>• Hands on processing of supplier invoices and payments for allocated suppliers</li> <li>• Responsibility for supervision of Accounts Payable team (6 members)</li> <li>• Management of overdue supplier invoices including internal escalation and resolution.</li> <li>• Organising supplier payments with team</li> <li>• Continuous improvement approach to improve effectiveness and efficiency within the team.</li> <li>• Ensure compliance with accounting policies, tax regulations and quality processes</li> </ul> <p>Oversight of Accounts Payable team includes :</p> <ul style="list-style-type: none"> <li>• Training and mentor to the team</li> <li>• Goal setting / performance management/ appraisals</li> <li>• Holiday and attendance management</li> <li>• Oversight and management of workload of the department</li> </ul> <p><b>Other Finance responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Supporting Finance department when necessary</li> </ul>

### Capability profile

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
5+ GCSEs including Maths and English (or equivalent) grades A-C	✓	
Accounting qualification		✓
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Excel	✓	
Attention to detail	✓	
Strong communication skills with demonstrable experience of communication with suppliers	✓	
Communicating at different levels within organisation	✓	



<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Minimum of 3 years Accounts Payable experience	✓	
Hands on experience of managing a small team – must be a team player	✓	
Use of the Microsoft Dynamics D365 ERP System		✓
<b>Languages</b>	<b>Essential</b>	<b>Desirable</b>
English	✓	

### Mobility requirements

<b>Role location</b>	Theale (3 days per week minimum)
<b>UK travel</b>	None expected
<b>International travel</b>	No

### Other

<b>Ergéa Quality Assurance and Environmental and Health &amp; Safety</b>
Comply with policies, and work to maintain a high standard of customer service and protect the safety and health of you, your colleagues, our customers and members of the public. Promptly raise any concerns regarding potential violations of the policies.

<b>DBS - Disclosure &amp; Barring Service disclosure (formally Criminal Records Bureau disclosure)</b>
<u>A DBS Enhanced Disclosure is required for all applicants.</u>
The successful applicant must agree to an Enhanced Disclosure under the Disclosure Barring Service Records Bureau procedures. Employment will be offered to the successful applicant subject to a satisfactory Disclosure report.

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