



Accounts Payable Manager

Full-Time, United Kingdom, London

Department

Finance

Employment Type

Full- Time

Minimum Experience

Experienced

Do you have previous accounts payable experience?

Are you an administrator with strong numeracy skills?

Do you want to work with a team that is serving the church through financial stewardship and administration?

Our Finance Team is currently looking for an Accounts Payable Manager to join the team. This role will be responsible for the Accounts Payable function within Hillsong UK.

Summary of responsibilities

- Full responsibility for the day-to-day management of the accounts payable function
- Ensure that the purchase ledger is operated accurately, efficiently and to agreed timescales, ensuring all creditors are paid on time.
- Complete monthly reconciliations for suppliers, investigate and reporting on relevant items
- Responsible for processing of all other outgoings and payments from both non restricted and restricted bank accounts, including timely posting of transactions.
- Preparing daily and weekly reports and information for inclusion in treasury forecasting and management.
- Prepare monthly reports on relevant KPI Information for accounts payable
- Collation of relevant information pertaining to and the submission of quarterly VAT returns
- Provide excellent service, manage and maintain good relationship with the internal and external stakeholders, in particular our key suppliers
- Responsible for Concur administration, including ensuring appropriate approval limits are maintained, new codes are created and ensuring adherence to correct procedures.
- Responsible for the administration of expense and invoices submission within Concur, including liaising with users across all departments and creating clear policies and processes.
- Responsible for monitoring and reconciliation of credit card accounts, including liaising with employee card holders, reviewing transaction summaries and completing full month reconciliations. Responsible for ensuring credit card spending controls are adhered to
- Assist Senior Accountant with maintaining best practice for all financial systems and processes, including being proactive to review and make suggestions to improve processes and procedures in relation to accounting systems.



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Profile/Skills/Qualification

- Experience in a similar accounting role within a professional environment
- Strong experience in management of nominal ledger
- Part qualified (AAT Technician Level or above)
- High attention to detail, problem solving skills and ability to meet assigned deadline
- Intermediate to advanced excel skills
- Knowledge of Sage preferable but not essential
- Excellent personal communication and interpersonal skills
- Able to take initiative and self-manage your own workload
- A willingness to be:
 - Collaborative
 - Supportive
 - Generous
 - Inspirational
 - Committed to a Common Purpose

If this sounds like you, we would love for you to apply today!