



Accounts Payable Manager

Full -time, United Kingdom, London (Hybrid)

Department

Central Services

Employment Type

Full-Time

Minimum Experience

Experienced

Our Finance department is looking for an Accounts Payable Manager to join our Finance and Central Services Team, for the next 6 Months, with an immediate start date.

The role is full-time for 3-6 months with a potential to go permanent and the organisation has offices in Central London, near Tottenham Court Road. Ideally candidates should be prepared to visit the office 4 times per week, but a fully remote option could be considered.

The ideal candidate will be responsible the administration of all accounts payable, income and donations, ensuring the general ledger and management reporting is accurate and maintaining giving and income systems.

General Accounts Payable Management

- 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

Month End

- Processing of journals in relation to accounts payable e.g. prepayments and accruals
- Assist The Finance Manager with monthly balance sheet reconciliations and preparation of other management accounts information, adhering to agreed deadlines and reporting on relevant items

VAT

- Collation of relevant information pertaining to and the submission of quarterly VAT returns

Relationship Management

- Provide excellent service, manage and maintain good relationship with the internal and external stakeholders, in particular our key suppliers



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Audit

- Assist The Finance Manager with preparation of annual statutory audit file as and when required.

Concur

- Responsible for Concur administration, including ensuring correct system set up, appropriate approval limits are maintained, new codes are created and ensuring adherence to correct procedures.
- Responsible for the administration of expense and invoices submission, 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 assisting other users with system enquiries in respect of log-ins and general Concur queries

Systems

- Assist The Finance Manager 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.
- Lead and manage projects for implementation of new systems and upgraded process as and when required.

Skills & Educational Requirements:

Qualifications:

- Desired part qualified (AAT Technician Level or above) or sufficient experience in technical roles.

Experience:

- Experience in a similar accounting role or administrative role within a professional environment
- Strong experience in management of data, reconciliation and analysis of information

Skills and knowledge:

- 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



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Why work for Hillsong Church?

We work in a dynamic, growing, Christ-centred environment that is influencing the world. We're always looking for people to join our team! We have a range of exciting employment opportunities spanning various occupations, capabilities, and skill levels. Turn your passion for God into a career that builds the local and global church.

Employees at Hillsong are offered some great benefits including:

- 28 Days Annual Leave including bank holidays PLUS additional leave for office closure on the days between Christmas and New Year
- Enhanced Company Maternity leave
- Employer Pension Contribution
- Flexible working including hybrid working from home where possible
- Annual staff retreat at offsite location
- In-house learning and development with access to resources via online platform for enhancing personal and professional skills
- Opportunity to apply for financial support for external study programs and qualifications.
- Access to Employee Assistance Programs, including health, wellbeing, and other support available, specialist wellbeing resources and support available.
- Health Intervention program offering opportunity to be referred to professional health services.
- Interest free Season Ticket and Bike2Work loans

The role is looking for someone who can start immediately on a 3 - 6month contract.

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