

## **IFRS Foundation**

### **Job description – Accounts Payable Manager**

Reports to: Lead Senior Accountant

Based: London

Job Purpose: Support the Finance team by managing the AP function (two direct reports)

### **Principal accountabilities**

#### **Responsible for managing the Accounts Payable function**

- Managing the AP function and related finance system entries using Continia expense management software and other expense processing solutions
- Supervising the work of the accountant and accounts assistant and providing guidance as and when required to aid development
- Providing assistance on coding queries including VAT codes
- Reviewing and approving payment runs and payment journals twice weekly
- Reviewing and reconciling the aged creditor reports and resolving any outstanding issues
- Approving new vendor cards and bank details / templates in Microsoft Dynamics Business Central and our online banking tool
- Supervising credit cards reconciliations and posting of transactions
- Reviewing expense claim postings ensuring adherence to our expense claim policy
- Ensuring all suppliers and employees are paid accurately and on time
- Identifying areas where processes could be more efficient and offering solutions

#### **Balance sheet accounts duties**

- Ensuring prepayments templates in Business Central are properly applied and monthly prepayments are posted correctly
- Assisting with quarterly balance sheet reconciliations

#### **Other duties**

- Assisting other team members with work to ensure accuracy and that reporting deadlines are met
- Assisting with the budgeting process
- Assisting with the month / year end procedures and the annual audit
- Resolving accounting or documentation issues and discrepancies as they arise
- Assisting with ad-hoc project planning, research and analysis as required

#### **Skills and attributes**

- Good understanding of business and financial issues
- Excellent communication and collaborative skills
- Ability to work effectively and sensitively as part of a team to achieve success
- Proactive manner, ability to use own initiative, and willingness to accept responsibility
- Capable of working under pressure and to tight deadlines
- Ability to multi-task and manage a varied workload
- Proactive in seeking guidance when planning or prioritising complex or conflicting tasks
- Process focussed and methodical manner, with a high level of attention to detail
- Ability to work with all levels of staff within the organisation
- Ability to be flexible, understanding that sometimes requirements can change.

## **Qualifications and experience**

### Essential:

- Thorough and practical understanding of management accounting principles and techniques
- At least 3 years' experience supervising Accounts Payable in a similar role
- Previous experience of working in multiple currencies and dealing with a high volume of transactions
- Intermediate to advanced proficiency with accounting software and Microsoft Office (in particular Excel and Word)

### Preferred:

- Recognised professional accounting qualification
- Experience working in an international environment
- Experience working with AP and expenses software
- Experience working for a global organisation