



# WE NEED YOU

**WE'RE LOOKING FOR**  
**ACCOUNTS PAYABLE SUPERVISOR**

**LOCATION:**  
London / Hybrid

**WORKING HOURS:**  
Monday – Friday, 9:00 – 17.30

**SALARY:**  
Up to £40,000

**OTHER BENEFITS:**  
Competitive Reward Scheme Bonus, Life Assurance, Discount portal, Aviva Pension, Samsung/HP Discounts, Company Sick Pay, ETHIC Values - Employee of the month: a chance to win a £500 lifestyle voucher! 25 days holiday + Bank Holidays + 1 day for your birthday. Social events. Access to a dedicated mentor

**CONTACT TYPE:**  
Permanent

**REPORTING IN TO:**  
FINANCIAL CONTROLLER

## **WE'RE LOOKING FOR DETAIL-DRIVEN EXPERTS WHO KEEP EVERYTHING RUNNING SMOOTHLY.**

If you thrive on accuracy, enjoy working with financial data, and take pride in maintaining strong supplier relationships, this role is for you.

Working as part of our Finance team, you'll take ownership of the Accounts Payable function, ensuring invoices and payments are processed accurately and on time. You'll combine technical knowledge with analytical thinking, ensuring compliance with UK accounting standards, VAT regulations, and company policies.

This is a role for someone who can work independently, take initiative, and confidently make informed decisions.

## **TO MAKE A REAL DIFFERENCE IN THESE AREAS**

### **THE CORE (PURCHASE LEDGER MANAGEMENT & OWNERSHIP)**

You'll take responsibility for the day-to-day Accounts Payable function, ensuring accuracy, efficiency, and control. This includes:

- Processing, coding, and matching purchase invoices against purchase orders and goods received notes
- Supporting purchase order queries and resolving discrepancies
- Ensuring invoices are authorised in line with company policies
- Setting up and maintaining supplier records, including bank verification

### **THE RELATIONSHIPS (SUPPLIER MANAGEMENT & COMMUNICATION)**

You'll build and maintain strong supplier relationships while ensuring smooth operations:

- Tracking and requesting supplier statements
- Reconciling supplier accounts and resolving discrepancies promptly
- Handling queries and maintaining clear communication with stakeholders

### **THE PAYMENTS (CASH FLOW & CONTROL)**

You'll ensure timely and accurate payments while supporting effective cash flow management:

- Preparing and processing bi-weekly payment runs
- Managing ad-hoc payments when required
- Monitoring aged creditors and ensuring timely settlements

### THE FINANCE (RECONCILIATION & REPORTING)

You'll play a key role in financial accuracy and reporting:

- Reconciling and posting company credit card statements
- Apportioning invoice costs across multiple budget codes
- Assisting with month-end close activities, including accruals
- Maintaining accurate records and audit-ready documentation

### THE COMPLIANCE (VAT & HMRC REQUIREMENTS)

You'll ensure all processes align with UK financial regulations:

- Maintaining compliance with VAT rules and HMRC requirements
- Supporting audits with accurate and structured documentation
- Ensuring adherence to internal controls and accounting standards

## OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

We're looking for someone who takes pride in precision and thrives in a fast-paced environment.

You'll be a great fit if:

- You embrace and live our ETHIC values: Excellence, Together, Heart, Integrity & Curious
- You have previous experience in Accounts Payable within a UK finance team
- You have a strong understanding of UK VAT and HMRC compliance
- You're highly skilled in Excel (Pivot Tables, VLOOKUPS, data analysis)
- You can work independently and make informed decisions
- You have strong attention to detail and accuracy
- You can manage multiple deadlines with excellent organisational skills
- You're a team player with a positive, proactive attitude
- You have strong numerical and analytical skills
- You communicate clearly with both finance and non-finance stakeholders