

## Head of Accounts Payable

### Description

**Job Title:** Head of Accounts Payable

**Location:** London, United Kingdom

**About the Company:** Our Client is a distinguished organisation operating in the property sector, renowned for its commitment to excellence and innovation. We are currently seeking a seasoned professional to lead our Accounts Payable department and ensure the efficiency and accuracy of our financial operations.

**Position Overview:** The Head of Accounts Payable will oversee the entire accounts payable function, ensuring timely and accurate processing of invoices and payments. This leadership role requires a strategic thinker with a strong background in financial management, exceptional organizational skills, and the ability to drive process improvements within the department.

### Responsibilities

#### Key Responsibilities:

- **Leadership and Management:**

- Lead, mentor, and develop the accounts payable team, fostering a culture of continuous improvement and high performance.
- Set departmental goals and monitor performance to ensure alignment with organizational objectives.

- **Accounts Payable Operations:**

- Oversee the end-to-end accounts payable process, including invoice processing, payment approvals, and disbursement of funds.
- Ensure compliance with company policies, accounting standards, and regulatory requirements.
- Develop and implement accounts payable policies and procedures to enhance efficiency and accuracy.

- **Vendor Relations:**

- Establish and maintain strong relationships with vendors and suppliers.
- Negotiate favorable payment terms and resolve any disputes or discrepancies in a timely manner.

- **Financial Reporting and Analysis:**

### Hiring organization

Accountancy Capital

### Employment Type

Full-time

### Beginning of employment

1st June 2025

### Duration of employment

Perm

### Industry

Property Development

### Job Location

London, South East, United Kingdom

### Working Hours

9=5

### Base Salary

£ 35,000 - £ 40,000

### Date posted

March 27, 2025

### Valid through

30.04.2025

- Prepare and analyze accounts payable reports, including aging summaries and cash flow projections.
- Collaborate with the finance team to support month-end and year-end closing processes.

- **Process Improvement:**

- Identify opportunities for process enhancements and lead initiatives to implement best practices.
- Leverage technology and automation to streamline accounts payable operations.

## **Qualifications**

### **Qualifications and Skills:**

- **Education:**

- Bachelor's degree in Accounting, Finance, or a related field.
- Professional certifications such as CPA, CMA, or CAPP are highly desirable.

- **Experience:**

- Minimum of 7 years of experience in accounts payable or a related financial role.
- At least 3 years in a managerial or supervisory capacity, preferably within a large organization.

- **Technical Skills:**

- Proficiency in accounting software and ERP systems (e.g., SAP, Oracle).
- Advanced knowledge of Microsoft Excel and other financial analysis tools.

- **Soft Skills:**

- Strong leadership and team management abilities.
- Excellent analytical and problem-solving skills.
- Exceptional communication and interpersonal skills.
- Ability to work under pressure and meet tight deadlines.

## **Job Benefits**

### **Benefits:**

- Competitive salary and performance-based bonuses.
- Comprehensive health and wellness benefits.
- Opportunities for professional development and career advancement.
- A supportive and collaborative work environment.

**Application Process:** Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and qualifications. Please apply through Accountancy Capital's website or contact our recruitment team.

**About Accountancy Capital:** Accountancy Capital is a premier recruitment agency specializing in financial and accountancy roles across various industries. We are dedicated to connecting top talent with leading organizations to drive success and growth.