https://www.accountancycapital.co.uk/job/head-of-accounts-payable/

Head of Accounts Payable

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

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:**

- 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.