

Accounts Payable Manager

Job Specification



About the role:

Academia is seeking an Accounts Payable Manager to join our dedicated and passionate finance team. This is a full time, permanent opportunity offering an immediate start. The Accounts Payable Manager will be responsible for managing the Accounts Payable team which currently consists of three (3) Accounts Payable Clerks, within a rapidly growing Finance team of eleven (11). This is a hybrid role, the successful candidate will be required to be based in the Academia Head Office, located in Hemel Hempstead, a minimum of three (3) days per week.

The ideal candidate will have previous experience successfully managing an Accounts Payable team within a high transactional business. The Accounts Payable team process circa 45,000 invoices per annum and 70% of those invoices are electronically uploaded via an EDI solution.

This is an exciting opportunity for an individual who enjoys team management, problem solving within a fast paced environment, whilst working in a dynamic business operating in numerous markets.

Amongst other tasks, you will be responsible for:

- The day-to-day management of the Accounts Payable team, this will include monitoring performance and productivity. Offering ways of supporting the team and working with the Accounts payable Clerks to aid their development and growth within the business.
- Carrying out regular 1;1 reviews, probations reviews, annual performance reviews etc
- Assist with the recruitment and selection process within the Accounts Payable team.
- Identifying areas of improvement i.e processes, systems etc.
- Processing of high volume purchase invoices.
- Dealing with queries and resolving issues as they arise in a timely manner, acting as point of escalation for the Accounts Payable Clerks.
- Ownership and accountability for supplier payments, expenses reimbursement, credit card analysis
- Resolving finance queries via a ticketing system with the agreed timescales.
- Answering the finance line calls assisting colleagues and external customers, suppliers etc via email and call. Ensuring queries are resolved in a professional and efficient manner.
- General administrative support within the Accounts Payable team.

Key Skills:

- Strong attention to detail
- Excellent communicator (both written and verbal)
- Team management
- Exposure to the full 360 Accounts Payable process
- Strong literacy and numeracy skills, with comprehensive grammar and extensive vocabulary
- Ability to work under pressure and to tight deadlines with conflicting priorities
- Able to effectively work within a team as well as individually

- Strong grasp of Microsoft Office
- A “right first time” attitude

Why Academia?

Academia are a rapidly growing Technology company with a strong footprint in the educational space. We specialise in supplying software, IT hardware, training and managed service solutions to both public and private sectors.

Established in 2003, we employ over 180 dedicated professionals across multiple locations throughout the UK with a group annual turnover of over £100m. Our growing customer base means we have now worked with every single university in the UK. Furthermore, as Ranked #1 supplier on many national frameworks, we are growing our provision more so to strengthen our position as a leading educational supplier.

Within the Academia Technology Group, we also have Charterhouse Muller (our recycling and repurposing company) as well as a new acquisition of Vital York (an MSP in York). We were acquired by Strive Capital in September of 2020, who have provided further support and financial strength to the company.

Benefits

- Gym membership contribution
- Health Cash Plan
- Increased annual leave with length of service
- Free annual leave on your birthday
- Length of service bonus
- Flexible working hours
- Hybrid working
- Free Will Writing service
- Borrow my doggie membership
- Life Insurance
- And much more

