

Finance Team Leader- Accounts Payable



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What's it all about

> Finance > Finance Operational Hub

As a Team Leader for Accounts Payable you will provide leadership and guidance to a team of accounts payable professionals, ensuring accurate and timely processing of invoices and all other payments.

You will be the escalation contact for the Accounts Payable officers to ensure the delivery of a top-class seamless service.

How you'll make a difference

By overseeing the financial processes, you will be responsible for maintaining compliance and managing the daily operations of the accounts payable function.

How you'll do it

- Leading and guiding the accounts payable team, you will train, assign tasks and monitor the team's performance in a collaborative and positive environment.
- Oversee the accurate and timely processing of invoices, ensuring adherence to procedures and financial regulations.
- You will address enquiries from internal and external stakeholders, resolving disputes ensuring escalation where appropriate.
- Establish and maintain a culture of service improvement, supporting staff to ensure strict deadlines are met.
- Provide relevant senior level advice and guidance as required.
- Ability to manage, develop, appraise and performance manage staff to ensure they are fully motivated to achieve best performance.
- Provide insights and recommendations to management based on analysis of financial data.
- Ensure compliance with relevant internal controls. Assist in audits and provide necessary documentation as requested.

- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.

- Hybrid arrangements - at least three days a week in an office. On other days, working from home may be possible, depending on the work and the interaction required.

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please refer to the framework. [Values and behaviours - Milo \(nhg.org.uk\)](https://nhg.org.uk) This role is at **manager** level.

This is a people manager role. Please refer to our people manager standards. [People manager standards - Milo \(nhg.org.uk\)](https://nhg.org.uk)

Essential knowledge, experience and skills including qualifications and professional membership

- Part/fully qualified CCAB desirable or qualified by experience.
- Proven experience in accounts payable role essential, with some experience in a supervisory or leadership capacity.
- Proficiency in using accounting software and MS Office applications, particularly Excel.
- Excellent attention to detail and accuracy with strong analytical and problem-solving skills.



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- Effective communication and interpersonal skills (both written and oral).
- Capability for analysing complex data, presentable for senior management.
- Ability to work independently and meet deadlines.
- Ability to lead and motivate a team.