

Samworth Brothers

QUALITY FOODS



ROLE PROFILE			
Job title	Accounts Payable Team Lead	Date	Jan 2021
Business	Shared Services		
Department	Accounts Payable		
Location	Callington, Cornwall		
ROLE SUMMARY			
<p>As part of the wider finance leadership team the Accounts Payable Team Lead will be responsible for the day to day leadership of the Accounts Payable team, including processing of invoices, the analysis of payables for business suppliers and the initiation of any necessary follow-up actions to ensure prompt payment, developing processes to improve the productivity of the team, as well as supporting the Accounts Payable Manager with collation of KPI data.</p>			
REPORTING STRUCTURE			
Reports to	Accounts Payable Manager		
Direct & indirect reports	Accounts Payable Associate(s)		
Key internal stakeholders	Shared Services, Finance Directors, Line Managers, IT System Support Team		
Key external stakeholders	HMRC, Auditors, Suppliers, Banks		
KEY ACCOUNTABILITIES AND RESPONSIBILITIES			
<ul style="list-style-type: none">• Responsible for Full-Cycle Accounts Payable processing including examining, verifying and reconciling a variety of transactions for all the Accounts Payable team• Subject matter expert for Accounts Payable• Ensuring team reach processing targets• Lead the payment process for all businesses in Shared Services• Own the aged creditors for the Accounts Payable team, distribute and manage• Manage the Accounts Payable intercompany processing and reconciliation• Dealing with high level internal and external suppliers enquiries• Review of Accounts Payable Associate statement reconciliations• Establish strong working relationships with key individuals within the sites• Responsible for sign off of the Accounts Payable month end process• Automate as many suppliers to electronic invoicing as possible• Work on projects as designated by the Accounts Payable Manager• Ad-hoc tasks as requested• Production of monthly KPI data for Accounts Payable Manager			

QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE

- A levels or Degree with a good understanding of Finance
- Previous experience of working within Accounts Payable within a Shared Service environment
- Proven record in Managing People
- Computer literate, including all aspects of Microsoft Office/Office 365
- Knowledge of Financial Software to include Microsoft AX
- Experience working to Service Level Agreements
- Proven experience / success of process change / efficiency achievements

CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS

Competency	Descriptors
Values People	<i>Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.</i>
Customer Focus	<i>Is passionate about quality, striving to continuously make a positive difference for our customers and our consumers.</i>
Collaborative Team Working	<i>The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with our purpose statement and Company values.</i>
Flexibility & Adaptability	<i>The ability to change and adapt your behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.</i>
Initiative & taking ownership	<i>Steps up to take personal responsibility and accountability for tasks in line with our purpose statement and our Company values.</i>
People Management	<i>The ability to understand people and their motivations, build good relationships with them and help them unlock their potential.</i>
Empowering others	<i>Creates an environment where people feel required and enabled to take ownership and responsibility.</i>
Coaching for performance	<i>The ability to help others achieve more through two-way feedback, clear direction and enabling.</i>
Analysis & Planning	<i>The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals.</i>
Drive for Excellence	<i>Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.</i>