**Accounts Payable Supervisor**

**Key Responsibilities include:**

Day to day management of Accounts Payable including the daily review and processing of supplier invoices to ensure they are completed accurately and on time

Manage and oversee the preparation and processing of month end payment runs.

Preparation of monthly creditors (supplier) reconciliations

Adhere to and enforce accounting process disciplines and manage responsibilities to strict deadlines

Assist with day-to-day finance and admin duties

Carrying out ad hoc accounting requests and projects as required.

**Key Requirements Include**:

Experience: - minimum of 5 years of directly related Accounts Payable experience

Ability to plan, organise and prioritise.

Diligent, hard-working, takes ownership of tasks.

Strong computer skills required

Have excellent interpersonal, written and spoken communication skills.

Ability to take a professional, organised, and positive approach to problem solving.

Ability to work as part of a team.