

Accounts Payable Team Leader

TR Fastenings Ltd specialise in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,200 highly skilled and experienced people. Every colleague around the world is a valued member of the TR family who on a daily basis work together to deliver a high-quality service for all our customers.

We are looking to recruit an Accounts Payable Team Leader to join our established team at Bellbrook Park, Uckfield.

The Role

Reporting to the Accounts Payable Manager and responsible for the Accounts Payable Team, your role will be to take responsibility for the day to day running of the Accounts Payable Department where your professionalism, initiative and office skills will be welcomed.

Key tasks include:

- Processing high volume of invoices and the responsibility of TR Group Services.
- Providing targets on a monthly basis, reviewing and updating weekly.
- Checking and Setting the payment runs.
- Updating Exchange rates.
- Foreign Exchange reporting.
- Producing Rotas and Newsletters.
- Launching the Auto Accruals process.
- Opening and closing Nominal codes.
- Deputising for the Accounts Payable Manager, to include bookkeeping and supporting training for new team members.

The Candidate

Experience of working within Finance is essential along with a sound knowledge of accounting practices and procedures. Knowledge of a variety of accounts software packages would be advantageous.

Previous Team Leader or supervisory experience would be beneficial however it is not essential for the right internal candidate.

The successful candidate needs to have excellent interpersonal skills with strong oral and written communication, with the ability to communicate at all levels. The ability to work to deadlines and think on your feet is a must, along with being an effective all round team player who also possesses the motivation and initiative to work alone. Attention to detail and good organizational skills are key. The successful candidate must be able to demonstrate flexibility in their approach, be able to prioritise and remain focused at all times.

