

**Accounts Payable Supervisor**

**About us**

The Tour Partner Group is a leading European destination management company. We are the experts in developing European tours for the travel business. With operations across England, Scotland, Ireland, and Scandinavia, we serve customers worldwide. Post-pandemic, the company has recovered strongly and is expanding its operations and teams in all markets ahead of a significant 2023 season.

**Overall, Purpose**

As an Accounts Payable Supervisor, your main role is to help lead and enhance the accounts payable function for UK businesses. You will help manage a team of eight accounts payable assistants, ensure the accurate processing of invoices, ensure timely payments, and foster positive relationships with suppliers. Your expertise will drive process improvements, maintain strong communication with internal stakeholders and external suppliers, and impact our financial operations.

**Requirements:**

We are looking for a hands-on problem solver with great initiative resourcefulness and a full understanding of the P2P process. Experience with NetSuite and Kefron is strongly preferred.

**Reports to: Head of Financial Operations**

**Key Responsibilities:**

* Help manage a team of eight accounts payable assistants, ensuring accurate and timely processing of invoices, credit notes, and payments through Kefron and NetSuite.
* Maintain strong relationships with suppliers and be a point of escalation for discrepancies or payment issues.
* Collaborate with cross-functional teams to streamline processes and enhance efficiency.
* Managing and posting manual invoices where necessary and supporting Accounts Payable staff.
* Process daily urgent payments when necessary.
* Organising and managing KPIs for the team.
* Help monitor and manage the account inbox effectively.

Managing supplier deposits, prepayments, and proformas.

* Capability of managing significantly large volumes of data during the high season (May–October). The whole AP department works with 4,000 suppliers and can get up to 400 invoices a day.

**Skills:**

* People Managerial expertise.
* Experience working with NetSuite and Kefron.
* Excellent organizational and time management abilities.
* Strong problem-solving and analytical skills.
* Effective communication and interpersonal abilities.
* Capable of reviewing and resolving invoice queries promptly.
* Strong teamwork and collaboration abilities.
* Experience in the travel industry would be preferred but not a must-have.

**Competencies:**

* Attention to detail and accuracy.
* Self-motivated and proactive mindset.
* Collaborative and team-oriented approach.
* Ability to work well under pressure.
* Excellent Communication Skills
* Ability to converse with senior management.

**This job description is intended only as a guide to the main responsibilities and in no way intends to restrict any individual from performing other duties as may be required by the Company.**