

WE'RE HIRING!



Senior Accounts Payable Specialist

Greyhound Recycling is looking for an experienced Senior Accounts Payable Specialist to support the Finance team by managing day-to-day accounts payable and general accounting tasks. They will report to the Finance Manager.

Our business is built on our people. We employ over 200 people at our Crag Avenue facility. We are committed to recycling and are constantly innovating and educating to reduce the amount of waste that goes to landfill. All of our operational processes focus on facilitating recycling, composting and working towards a Greener, Cleaner world.

The role involves maintaining financial records, processing invoices, managing payments and ensuring that all financial transactions are accurately recorded and compliant with company policies.

Responsibilities:

Suppliers ledger

- Monitoring central AP mailbox and importing Invoices/Credit notes to the approval system.
- Reviewing and importing approved supplier's invoices and credits to finance systems.
- Monitoring Invoice approval level and follow up approval with managers.
- Requesting and reconciling creditors statement to include requesting any missing documents and addressing variances.
- Opening new supplier accounts.
- Providing AP system training to new employees.
- Maintaining process documents for the AP function.
- Liaising with suppliers to resolve queries and sending remittances on request.

Payments and Banking

- Reviewing creditors reports and proposing weekly payment schedule.
- Processing electronic bank payments.
- Entering bank transactions and reconciling bank accounts.
- Setting up new beneficiaries in online banking.
- Uploading payroll files to online banking.

Month end activities

- Running reports of Invoices not processed and POs open that form the basis of month end accruals.
- Posting journals for intercompany creditor re-class.
- Posting weekly and monthly payroll journals.
- Preparing VAT file which forms the basis of the group's VAT returns.

Other Responsibilities

- Leases and loan repayment monitoring and maintaining related paperwork.
- Ensure compliance with company policies and procedures.
- Assisting with ad hoc projects.

Key Requirements

Education & Qualifications:

- A degree or diploma in Finance, Accounting, or a related field.
- Relevant professional qualifications (e.g., AAT, ATI) are desirable.
- Experience:
- Minimum three years previous experience in a finance or accounting role, preferably in a similar industry.
- Experience with financial software and ERP systems (e.g. Sage).

Skills & Competencies:

- Strong numerical and analytical skills.
- Proficiency in Microsoft Office, particularly Excel.
- Excellent attention to detail and organisational skills.
- Ability to manage multiple tasks and meet deadlines.
- Strong communication skills, both written and verbal.
- Ability to work independently and as part of a team.

Join a business that has a proven track record for training and development, internal promotion and progressing team members to the next stage of their career.

- Career development and training opportunities.
- Greyhound is an equal opportunity employer.
- Job Types: Full-time, Permanent.

To apply or for queries please send an email to
hroffice@greyhoundrecycling.com