

T E D B A K E R

L O N D O N

TED's Guide to what the Accounts Payable Manager does around here....

Ted's Mission Statement

*Our Mission is to build a successful company through the creation of a leading designer brand. By conducting ourselves in an **efficient** and **courteous** manner and by maintaining Ted's high standards and **integrity**, we pride ourselves in always being in a position to satisfy the needs of our customer. In order to protect the **ethos** and **persona** for which we have gained an enviable reputation, we always ask ourselves the question: **'Would Ted do it that way?'***

Ted Baker are currently recruiting for an Accounts Payable Manager for the team based in central London. The successful candidate will preferably be from a retail background and be used to a fast paced and ever-changing environment.

This role will report directly into the FC and you will be responsible for a team of 8 handling all UK & European invoices.

Main Responsibilities:

- Managing the accounts payable team of 8;
- Overseeing, mentoring & developing the team; including managing day-to-day activities & workload, assessing performance & conducting performance reviews;
- Supporting the continued evolution of Accounts Payable and associated systems;
- Documenting & review all Accounts Payable processes to ensure that the team remains efficient as the company grows;
- Managing the closing of financial records for month end and year end;
- Ensuring that all UK & European invoices are entered accurately and in-line with deadlines;
- Liaising with the business to ensure timely approval of invoices & efficient payment of suppliers taking into consideration terms;
- Preparing & review of unapproved invoices and aged creditors reports;
- Overseeing the process for efficient investigation and resolution of invoice queries;
- Developing & reporting accounts payable team KPIs;
- Supporting the team to meet performance targets identifying any areas of improvement and implementing change to successfully improve these

Tools of the Trade.....

- Excellent numeracy and Excel skills
- Previous experience with Microsoft Dynamics AX system an advantage



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Personal Traits....

- You will have a number of years' experience managing an Accounts Payable function;
- Experience in managing teams with strong communication and supervisory skills
- Excellent organisational skills & attention to detail, performing all work with high levels of accuracy
- A proven track record for implementing and improving processes and procedures and successfully motivating a team to achieve efficiency;
- Have a resilient personality with the ability to be adaptable;
- Experience processing high volumes of invoices per day;
- Be personable and approachable

Ted's Core Competencies

- Satisfy the needs of our **customer**, always
- Pursue growth and opportunities through **initiative and proactivity**
- Build open and **honest** relationships with clear **communication**
- Create a positive **team** environment, encourage **collaboration**
- Be proud, passionate, **motivated**, committed
- Take ownership, be **accountable**
- Encourage **organisation**, high standards and efficiencies

