

JOB TITLE: Head of AP & AR

Department: Finance

Contract Type: Permanent

Location: London or Liverpool with hybrid home working

About us

Charterhouse Group delivers technology solutions that drive business success. We have established an industry-wide reputation for pushing the boundaries of technology for over 27 years. Delivering integrated solutions to companies throughout the UK, and internationally, we have built a reputation for forming strong and long-lasting partnerships with our customers. We offer genuine value to our clients and strive to exceed expectations in everything we do.

We are looking for talented and highly motivated people. We understand that the key to our success is our people. For this reason, we are committed to attracting and retaining the best possible candidates. Therefore, we offer a fun, innovative and a fast-paced environment where career development, reward and recognition are a priority.

If you want to join a multi award-winning business, passionate about technology and its customers, credible in the market with a stimulating working environment - then we want to speak to you.

Our Vision

Excellence in converged voice and data solutions; creating strong strategic partnerships and delivering a great client experience from a stimulating working environment.

Our Values

Respect, Responsibility, Teamwork, Commitment, Excellence and Passion.

Role Purpose

Charterhouse Group are at a critical stage in their development - having acquired 5 separate businesses in the last year alone - and are undergoing significant investment in internal systems and infrastructure to best enable the organisation as a whole to take advantage of the opportunity ahead.

The Head of Transactional Services is a new role within the finance function that is critical to this development. There will be a specific focus on billing efficiency, streamlining process and automating accounting, whilst leading and motivating a capable team of individuals.

Job Description

Working alongside the Group Financial Controller and Head of FP&A, you will be responsible for overseeing the group Billing, Accounts Receivable and Accounts Payable functions; as well as owning the daily cash reporting and bank reconciliation process.

You will enjoy striving to make process improvements and enhancing the control environment. The role will take ownership in ensuring all aspects of the transactional ledgers and the team are managed effectively and efficiently, through 121's, KPI's and SLA's.

This is an extremely busy role and quickly forming excellent working relationships with customers, suppliers and colleagues will be key.

Duties and Responsibilities

- Manage Client billing, ensuring accurate and timely billing with a key focus in reducing the volume of corrections, credit notes and customer queries
- Manage the Payables function ensuring timely and accurate payment of supplier invoices. This will involve improving the validation and payment process, including a review of system and purchase order processes
- Manage client collections and aged debtors including the development of key metrics and reporting to Senior Management
- Improve customer collection efficiencies and drive Direct Debit Signup
- Manage and report on the daily group cash position, by way of a cashflow forecast, identifying risks and mitigating actions
- Produce and maintain bank, debtor and creditor balance sheet reconciliations
- Involvement with System implementations and improvements
- Create a cohesive team working function through training and development to include progression and cross departmental cover

Required Competencies (Skills, Knowledge, Experience and Attitude)

- Minimum AAT qualified or 10+ years in a combined AR/AP function
- Previous management experience, ideally within a Shared Service Centre environment
- Demonstrable experience of having improved working capital operations
- Strong Excel and systems knowledge (aBILLity experience would be beneficial)
- Experience in the Unified Communications sector would be beneficial

Personal Attributes

- Ability to prioritise effectively and manage conflicting objectives to see things through to a positive conclusion
- Clear and efficient communication skills
- Ability to work collaboratively and drive change
- High degree of emotional intelligence with excellent people management skills
- Resilience