



About us

Reflex Vehicle Hire are one of the UK's fastest growing, Top 1000 Companies to inspire Britain and Europe. With a fleet of over 5,700 vehicles and 85 plus employees operating from a 4-acre base at Loughborough, just a few minutes from the town centre and 15 minutes' walk from the train station.

Our Award-Winning Duty of Care package sets us apart from other commercial vehicle rental companies. We are the only rental business to hold the FTA Van Excellence Accreditation.

Job Description

We are recruiting for a Purchase Ledger Supervisor to join our finance team based in Loughborough. This role would suit an experienced supervisor with an extensive knowledge of Purchase Ledger. This is a fantastic opportunity to work within a fast-paced role and organisation.

The main function of this role will be to implement robust Accounts Payable processes to drive efficiencies.

Description

Responsibilities of the role include, but are not limited to:

- Review and maintain procedures for accounts payable.
- Support the development and implementation of systems and processes to drive efficiency.
- Manage 1 direct employee, including all line manager responsibilities.
- Processing purchase ledger invoices and making payment runs.
- Performing auditable monthly supplier statement reconciliations.
- Preparing monthly supplier cost accruals within an agreed deadline.
- Work closely with operational teams on managing key supplier relationships and act as a point of escalation for any issues.
- Provide regular updates on payment runs and cashflow to colleagues in Finance for forecasting and monitoring.

Job Description Continued

Profile

Candidates wishing to apply for the role should have:

- Confidence and recent experience of working within a similar Accounts Payable leader/supervisor role.
 - Experience of process implementation and will be results driven.
 - Excellent communication skills, both written and verbal.
 - Exceptional organisation skills with high level of accuracy.
 - Excel skills to include VLOOKUP's, pivot tables and basic formulas.
 - Previous experience in the vehicle rental sector is advantageous, but not essential.
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Job offering

Hours: 8.30am – 17.30pm

Job Type: Full-time

Salary: £21,000 to £25,000 (dependent on experience)