



Accounts Payable Supervisor – HUB, Milton Keynes

REKOM UK have a rare opportunity for an Accounts Payable Supervisor to join our Finance team based at the REKOM UK HUB in Milton Keynes.

REKOM UK operate a number of exciting and entertaining venues across the UK where people can meet, eat, drink and dance. We have the largest square footage of nightclub capacity in the country and create memorable experiences that our customers love to return to, over and over again. Our vision is to be seen as experts within the late night entertainment and bar sector, acting as the anchor for the night time economy in each town by delivering the highest levels of entertainment, standards and facilities.

The right candidate will be self-motivated, a good communicator, well presented, professional, with excellent operational standards and attention to detail, and should lead by example.

What can you do for us?

We're looking for someone with at least 3 years experience working in Accounts Payable. As the AP Supervisor, you will play a key role in the Accounts Payable team, using query analysis to drive improvements and efficiencies. Working with both venue and HUB team members to strive for operational excellence using business systems. You will ensure key supplier relationships are maintained and improved where possible, resolving queries and looking for solutions to minimise them in the future and to deputise for the Accounts Payable Manager when necessary.

What can we do for you?

Rekom UK can offer the successful candidate:

- an annual salary of up to £27k per annum, depending on experience;
- you will join the largest late-night operator in Denmark, Norway, Finland and the UK;
- flexible working, Monday to Friday, 37.5 hours a week;
- free on-site car parking;
- normal life assurance and pension offerings;
- 25 days holiday per year, no working on Bank Holidays (unless by prior arrangement and the odd requirement); and
- support you in your future goals, be it further training or career progression.

Your duties will include but are not limited to:

- processing supplier invoices, ensuring they are correctly approved and matched to contracts, purchase orders or rota's where appropriate;
- liaising with suppliers and venues/cost centre owners to resolve any queries/issues on a timely basis;
- assisting other members of the AP team in their day to day duties;
- preparation and analysis of weekly payment runs for review by the AP Manager;
- ensuring supplier payment files and remittances are submitted / issued on a timely basis and maintain good supplier relations;
- assisting the AP Manager with the property module;
- regularly cleanse the AP ledger, matching unallocated payments or credits with outstanding invoices and correcting mis-postings;

- achieving set targets on AP ledger aged balance reduction;
- completion of supplier statement reconciliations including identifying risks and opportunities within such accounts and ensuring reconciling items and/or identified risks/opportunities are followed up on a timely basis;
- deputising for the AP Manager in their absence;
- becoming a trusted partner to staff within venues and the HUB so that the Accounts Payable team are seen as being a genuine help to staff and minimise their administration time; and
- share best practices across the estate and HUB.

All applicants must be eligible to work in the UK.

This is a full time and permanent role that is primarily based within our Milton Keynes HUB. Our HUB is full of friendly faces and sociable characters and is lots of fun! Our HUB is fast paced but there is always a great team spirit. REKOM UK can open the doors to lots of great career opportunities and what's more you will work in an exciting industry!

Apply today to: careers@rekom.uk with your covering letter and CV.