



Job Description

Position Title: Accounts Payable Manager
Reports to: UK Specialty Financial Controller
Location: London

About BMS

BMS is a dynamic, independent global broker established in 1980, delivering specialist insurance, reinsurance, and capital markets advisory services. Our purpose is to help people, businesses and communities flourish and prosper in a world of risk.

We are a global brand with offices located across the US, Canada, Latin America, Australia, Europe, Middle East and Asia with both a strong local focus and understanding of market needs. Being independent gives our brokers the freedom to deliver the best solutions and combined with our collaborative team approach, single platform worldwide and renowned personal service, we are the independent broker of choice.

Summary of Position:

This hands-on role sits within the UK Specialty Finance team, supporting the UK Specialty Financial Controller to lead and develop all aspects of the company's accounts payable function. You'll manage an accounts payable team of 2 with a focus on mentoring them and developing their overall knowledge and skills to collectively drive to improve and automate processes. Previous experience of the Sun General Ledger, Proactis and Concur Expenses would be helpful but not necessary.

Key Responsibilities & Accountabilities:

Managing accounts payable team

- Lead, engage, coach and motivate the team, ensuring performance is at a high level and our company values are reflected in how they perform their roles.

Managing the expense process

- Working with the procurement team, budget holders and the financial controller to ensure adherence to group expense policy and procedures.
- Familiarisation with the group's authority matrix to ensure proper sign off of spend.
- Effective utilisation of technology, application of relevant controls and maintenance of efficient processes within the function.
- Ensuring the general ledger is accurate and up to date.
- Maintenance of accruals and prepayments and liaison with the wider accounting team.
- Verification and timely settlement of employee expenses on the group's employee expense system, ensuring compliance with group policy on travel and entertainment.
- Dealing with day-to-day queries raised by suppliers / internal clients.
- Reconciliation of supplier accounts and produce aging of creditors.

Accounting

- Account for purchase ledger accruals.
- Account for expense prepayments.
- Monthly season ticket loans account reconciliation.
- Employee loan account, chase any personal expenses to be reimbursed.
- GBP & USD Amex accounts reconciliations.
- Monthly supplier spend analysis.
- Assist with bookkeeping as required.

Functional & Behavioural Competencies required:

Experience Required

- Solid grounding/experience within a finance department.
- Accounts payable experience.
- Experience of managing a small team.

IT Skills

- Proactis, Concur and Prophix systems preferred but not essential.
- Sun v6 (Infor) or Sun v5, Q&A 11 and B4B experience desirable.
- Advanced computer skills including MS Excel, Word, PowerPoint and Outlook.

Other

- Excellent attention to detail and ability to plan meticulously.
- Ability to perform effectively to tight deadlines with good personal organisation and time management skills.
- Proactive, always looking for ways of delivering a better or more efficient service.
- Communicates clearly; effectively contributes to the team and interacts with others.
- Adhere to the BMS Policies & Procedures Handbook.
- Adhere to company and regulatory policies, procedures together with mandatory training requirements.
- Adhere to financial reporting requirements including monthly phasing of income.
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - Accountable
 - Entrepreneurial
 - Collaborative
 - Empowering
 - Disciplined

This list above is not exhaustive, may be subject to change and the job holder will be required to carry out other job functions which the Company believes are within their capability.