

Accounts Payable Co-ordinator

Location: UK

Role Type: Permanent - Full Time

Job Location: Hybrid Working - minimum of 3 days a week in our London office



Clever with data... combining data, insight, and action to drive value

Sagacity are the data intelligence people. Our proposition is simple: we help consumer facing businesses increase customer engagement and make more money. How do we do it? We dig into the data businesses already have, and combine it with our data, insight, and action. Think of us as data co-pilots for sales, marketing, ops, billing, credit and debt - clients typically see 5x returns within the first few months.

Founded in 2005, we are a customer-centric business with a World Class +82 Net Promoter Score. We believe data should be at the heart of every company and while we are sector agnostic, primarily our clients are in the financial services, retail, energy, telecoms & media, water, and not for profit sectors.

We are a purpose led company and we believe that purpose comes before profit. We work as one team both with clients and internally, and are trusted to deliver quality in our standards and in achieving successful client outcomes. We are open, honest and communicate in a jargon-free, collaborative way, with all our teams being agile and curious, and continuously learning to achieve our purpose. We believe that if we achieve our purpose then everything else will follow

Accounts Payable Co-ordinator



Responsibilities

- Managing approvals and processing of supplier purchase invoices - ensuring accurate nominal code allocation of invoices.
- Supplier management, including setting up new suppliers, maintaining supplier records and answering / actioning supplier queries
- Ensuring security protocols are followed with supplier onboarding and payment runs
- Manage the finance tickets to ensure all finance queries are assigned to the relevant team member.
- Managing monthly payment run cycle for management review
- Maintaining the bank reconciliation by allocating payments and receipts
- Reconciling supplier statements to their account
- Manage the accounts payable month end close process.
- Assist with month end accruals and prepayments reconciliations
- Ownership of employee expenses, checking the company policy is being followed, appropriate approvals & evidence is supplied and correct bookkeeping
- Ownership of travel partner relationship, ensuring correct usage, bookkeeping and invoicing is in place
- Assist in identifying and implementing new accounts payable controls and process
- Supporting weekly working capital reporting & cashflow forecasting

Competencies and Behaviours

- Have applied technical and analytical skills using Excel
- Ideally be educated to degree level in a numerate subject, and with strong A-levels in mathematical/ scientific based subjects
- Able to quickly learn and adapt to new accounting software
- Have excellent communication skills
- Have a keen eye for detail
- Have pride in your deliverables
- Are highly organised and good at planning
- Good at working independently and as part of a team
- Are flexible and self-motivated
- Are good under pressure
- Able to travel throughout the UK
- Have the right to work in the UK
- Able to attend the office min 3 days per week
- Have a commitment to personal development



Success in any business is ultimately about its people; their skills, personality, attitude, qualities, dedication and enthusiasm. We recognise the value of our people and their commitment to working together to achieve successful outcomes.

At Sagacity, we:

- believe working with our clients collaboratively delivers better results
- coach and mentor our clients' teams so our data and solutions live on after our assignment ends
- believe in delivering benefits as we go along

We achieve this through our core values:

- One Team
- Quality Delivery
- Trusted
- Agile & Curious
- Open, Honest, Simple Communication

If you would like to join a unique working environment, with a sociable culture, where work is done a little bit differently – and we believe 'better' - then we look forward to hearing from you!