

Job Title

Finance Team Lead – Accounts Payable

Job Description

This role requires you to provide overall supervision of the Accounts Payable team. This position will report into the Finance Supervisor at Boston Limited.

This role will require you to delegate tasks within the team, overlook the Accounts Payable tasks and manage your own tasks that are listed below.

Roles & Responsibilities

The below tasks are what will be expected of someone in an Accounts Payable Team Leader position. These are separated into daily, weekly, monthly and yearly tasks.

Daily Tasks

- Delegate workload to the Accounts Payable team
- Log transactions that come through on SAP
- Action any queries that require Team Leader support whether from Accounts Payable Team or general staff emails
- Record vehicle transactions

Weekly Tasks

- Open Accounts Payable document reports
- Make and record allocated transactions for the Australian entity

Monthly Tasks

- Construct new processes for the team when required
- Reconcile the bank accounts
- Reconcile the GRNI
- Overview the supplier record
- Prepare documents for month end and submit to Finance Supervisor and Financial Controller
- Tax code Reconciliation
- Analysis exchange rates for bank accounts
- Reconcile cash accounts for Reconciliation
- Make any necessary stock corrections
- Analysis of gross profits
- Analysis of any GL ledger
- Reconcile C79
- Log PVA statements

Yearly Tasks

- Help the finance supervisor in preparation for yearly insurance declarations
- Prepare and answer audit queries as and when necessary

Who We Are

Boston Limited has been providing cutting edge technology since 1992 using Supermicro® building blocks. Our high performance, mission-critical server and storage solutions can be tailored for each specific client, helping to create your ideal solution. From the initial specification, solution design and even full custom branding – we can help you solve your toughest business challenges simply and effectively.

Since its founding in London, UK, Boston has expanded operations globally. Following on from the successful launch of Boston IT Solutions India in 2009, Boston launched Boston Server & Storage Solutions GmbH in Germany a year later, with offices also opening on the West and East coast, USA in 2012.

Boston's high performance, mission-critical server and storage solutions can be tailored for each specific client. We help you create your ideal solution - customising the specification, design and even full custom branding - helping you solve your toughest business challenges simply and effectively.

What it means to work for us

We endeavour to be the best in our field and to achieve this we look for a range of talented individuals, ensuring that they feel valued throughout their employment with us – because we want our team members to get up in the morning excited to come to work – where work doesn't feel like work! Through great workplace practices and ensuring our employees are well-supported and encouraged to continuously learn and grow.

As an employee of Boston, you can look forward to working in a dynamic environment where no two days are the same. The workforce is lively and enjoy benefits such as;

- Pension scheme
- Healthcare Insurance
- Life insurance
- Regular Companywide team building activities and events
- Perkbox
- Weekly free fruit deliveries
- Cycle Scheme
- Subsidised gym memberships
- Employee of the Month / Year
- Flexible working scheme
- 21 days holiday excluding bank holidays which can go up to 30 by earning more over time

Last reviewed 26/08/2022