Accounts Payable and Accounts Receivable Manager

Job details	
Directorate:	**Corporate Strategy and Performance**
Department:	Finance
Team:	Finance
Grade:	Specialist B
Reports to:	Financial *Controller*
Line management responsibilities:	Yes
Location:	London

Role overview

The AP/AR Manager plays a critical role in leading and managing the Accounts Payable and Accounts Receivable functions at the Law Society. The role ensures accurate, timely, well-controlled transaction processing across all income and expenditure cycles, and the accurate and consistent application of important internal financial controls. This includes oversight of credit control, supplier management, cash allocation, reconciliations, financial controls, and service delivery.

The post holder will maintain strong internal controls, improve processes, and support ongoing finance transformation, including systems integration, workflow improvements and optimisation of working capital. They will ensure teams have the capability, training and support needed to deliver high-quality financial service across the organisation.

Core duties of the role:

The post holder will:

1. **Team Leadership & Management**
   - Lead, motivate and develop the Accounts Payable and Accounts Receivable team, promoting a culture of customer service excellence and continuous improvement.
   - Accountable for daily workflows, team rotas, and resource planning to meet deadlines and avoid backlogs.
   - Accountable for teams to set clear objectives aligned to departmental plans, reviewing progress regularly.
   - Foster cross-training, succession planning and reduction of key-person dependency.

2. **Accounts Payable**
   - Oversee and is accountable for the full Accounts Payable cycle including supporting the raising of purchase orders, invoice processing, supplier verification, payment runs, and adherence to internal controls.
   - Ensure timely supplier payments and query resolution in collaboration with Procurement.
   - Maintain accurate creditor ledgers; undertake timely reviews, ensure reconciliations are completed, and discrepancies resolved promptly.
   - Lead the development of AP KPIs and reporting performance

3. **Accounts Receivable & Credit Control**
   - Oversee and is accountable for the full Accounts Receivable cycle including credit checks, invoice generation, debt management, cash allocation and query resolution.
   - Manage aged debt reviews, debt recovery activity, and bad debt provisioning processes.
   - Ensure consistent use of invoicing trackers, templates and workflows to ensure accuracy and timeliness.
   - Support the Credit Control framework and ensure compliance with service dates and income recognition requirements.
   - Maintain accurate debtor ledgers; undertake timely reviews, ensure reconciliations are completed, and discrepancies resolved promptly.
   - Lead the development of AR KPIs and reporting performance.

4. **Systems, Processes & Controls**
   - Ensure all transaction processing adheres to required financial controls and segregation of duties.
   - Take ownership of the overall process of maintaining AP/AR process documentation, ensuring SOPs and working templates are updated regularly as systems and workflows evolve.

- Support system integration work (e.g., commerce platform, expense system, interfaces) by providing operational expertise, testing and feedback.
- Champion process efficiency, automation opportunities and reduction of manual workarounds.
- Ensure standard Office, integrated reporting and other system tools are used consistently and effectively across the team.

5. Stakeholder Engagement & Service Delivery
- Build strong working relationships with internal and external stakeholders, providing responsive, high-quality service.
- Accountable as the key business partner and escalation point for AP and AR service issues.
- Report on KPIs, SLAs, aged debt, cash allocation, AP performance and other relevant metrics for inclusion in management packs.
- Engage with project teams across Finance and the wider business to support process and system improvements.

6. Month-End, Year-End & Audit
- Ensure timely closure of AP and AR subledgers, reconciliations and period-end activities.
- Provide required schedules and analytical support to external and internal auditors.
- Oversee the completion of balance sheet reconciliations and ensure timely completion of review processes.

Skills and attributes:

Criteria (knowledge, skills and attributes)	Assessment stage
Essential:	
5+ years experience managing AP/AR or Transactional Finance teams.	Choose an item.
Strong understanding of compliance as relates to transactional finance matters, including the application of GDPR, VAT, PCI compliance etc	Choose an item.

Excellent understanding of financial controls and control environments, including system controls, audit requirements and compliance frameworks.	Choose an item.
Experience in leading transactional finance process improvement.	Choose an item.
Strong attention to detail and analytical capability.	Choose an item.
Excellent communication skills and a collaborative mindset, experience resolving complex stakeholder issues.	Choose an item.
Ability to balance professional accounting standards, policies and practices with the operational and strategic requirements of both Group Finance and the wider business.	Choose an item.
Strong organisational and prioritisation skills.	Choose an item.
Advanced Excel and data analysis capability, including reviewing complex datasets, interrogating outputs, and interpreting KPIs and trends to inform decision-making, performance management and continuous improvement.	Choose an item.
Commitment to upholding the Law Society's values in all aspects of work	Choose an item.
Flexible attitude, enthusiastic and positive.	Choose an item.
Desirable:	
Qualified AAT or equivalent accountancy / finance professional qualification.	
Experience with Sage X3 or similar ERP finance systems.	Choose an item.
Experience working in a membership or subscription-based organisation.	Choose an item.
Experience leading AP/AR teams in system integrations or finance transformation	Choose an item.

Organisational chart