Payments Controller

# Job Description

An opportunity has arisen for a Payments Controller in the Finance Department. The suitable candidate will be expected to ensure that all publisher, supplier and expense payments are made in accordance with the terms and conditions of contract, whilst minimising the risk to Seymour. This is a full time role based in London, reporting to the Payments Manager.

# Key Accountabilities

* Fully contributes as a member of the Payments team
* Preparing monthly payments for publishers, suppliers and employees in accordance with the publisher terms and conditions
* Ensuring prompt recovery of all rechargeable costs
* Reconciling relevant balance sheet accounts each month
* To reconcile all major supplier statements on a monthly basis

Who are you?

* PC Literate
* Intermediate excel skills

# Strong ability to work to deadlines

# Strong time management skills and ability to prioritise workload

# Ability to assess risk

# Good communication skills

# Ability to take on new challenges and learn quickly

# What’s in it for you?

Seymour is part of The Frontline Group owned by two of the world’s leading publishing companies; Bauer Media and Immediate Media Company. This will give you the chance to grow your career across a number of different businesses and functions, including trade marketing, publishing, brand marketing, sales, finance and supply chain. We strongly believe in developing our own people and have a great track record of taking people from account exec level positions through to senior positions within the group.

As part of a high performing team you will receive reward and recognition for what you achieve, through praise, recognition and the development of your career here at Seymour. We enjoy what we do and succeed by what we achieve as a team and what we do together. Based in Smithfield’s in the heart of London it’s a great place to be and we have an active Social Club that organise great events. The role also comes with:

* A competitive package
* Flexible Benefits
* 25 days holiday per year
* Pension scheme

# About us



As part of the wider Frontline Group you will be working for the market leading UK Distributor and the biggest global exporter of magazines. We account for 60% of magazine revenue in the UK so in your career you will have the opportunity to work with some of the most exciting and iconic magazines brands, as well as working on titles that operate with highly engaged and passionate audiences. Our teams are made up of the most talented and widely respected people in our industry and are seen as the experts in their fields. At Seymour we are passionate about other people’s passions and embrace the wide variety of different interests, hobbies, sports and genres our readers love and with over 130 Publishing Clients and more than 1,000 magazine titles, life at Seymour is always exciting, rich with diversity, it can be challenging but always very rewarding.

To learn more about our company and our great people visit [www.seymour.co.uk](http://www.seymour.co.uk)

If you feel you want to work in a dynamic and exciting environment please send your CV along with a covering letter to:-<https://app.smartrecruitonline.com/p/job/PAYMENTS-CONTROLLER-27438>

Your covering letter should include details of

1. Excel experience including current level (intermediate, advanced etc)
2. Accounts Payable experience to date
3. Experience of coding invoices payable

**The deadline for applications is Wednesday 29th September 2021**