

About us

We're Salix and we're on a mission to help save the planet.

We enable and inspire organisations in the public and private sectors to achieve their ambitious net zero targets and create better places to live and work.

We're passionate about our work and proud to be on the journey with them.

We deliver government funding schemes to support councils, schools, housing associations, hospitals and universities boost their energy efficiency, reduce their impact on the environment, save money and remove households from fuel poverty.

We work with the UK government and the devolved administrations in Scotland and Wales. As well as managing the funding schemes, we provide professional advice, expertise and support to grant recipients throughout all stages of their projects.

We also offer insight, intelligence and influence by sharing knowledge and lessons learnt from project delivery to help improve future schemes and policy development.

We were created in 2004 and have been growing ever since. We now employ 200 people. Our principal office is in Manchester and we have a base at Canary Wharf in London.

We are wholly owned by the Department for Energy Security and Net Zero.

Why work for us?

If you share our passion for addressing the urgent challenge of climate change and contributing to the UK's ambitious decarbonisation goals, we want to connect with you.

We offer fulfilling careers where every day brings exciting challenges and rewards.

You'll have the chance to leverage your skills and expertise to shape impactful projects, both large and small, making a meaningful difference across the UK.

Recognising that our employees are the reason for our success, we prioritise their wellbeing and professional development.

As proud holders of Investors in People and Carbon Literacy Project accreditations, we are committed to creating an environment where you can thrive.

As you'd expect, we offer a variety of benefits, activities and training opportunities to ensure you excel in your role and enjoy your time with us.

We're committed to equal opportunities and we're proud of the diverse workforce we have. We continue to grow the diversity of our people, promoting an inclusive culture.

Role	Accounts Payable Supervisor
Department / Location	Manchester
Reports to	Cash and Payments Manager
Package	<p>Salary band B Fixed term 12 month contract.</p> <p>28 days annual leave (excluding bank holidays) Cycle to work scheme Contributory pension scheme Employee support with public transport costs Supported training budget for staff Access to Employee Assistance Program Flexible and Hybrid Working</p>
Overview	<p>We are seeking an experienced Accounts Payable Supervisor, reporting into the Cash and Payments Manager, to support on all aspects of the payments process including suppliers, expenses, loans and grants. The ideal candidate will have some experience of working in a payments environment.</p>
Key Performance Objectives	<ul style="list-style-type: none"> • Pay all clients accurately and within 21 business days of a satisfactorily evidenced grant claim being received. • Pay all suppliers accurately and within 30 business days of receipt of invoice.
Key Responsibilities	<ul style="list-style-type: none"> • Approve supplier invoice/cash expense/corporate card upload journals prior to posting • Support the Cash and Payments Manager to prepare an annual payments timetable to share with the wider organisation • Carry out regular supplier reconciliations to ensure that payments are up to date and balances are accurate • Provide regular reporting and analysis of accounts payable performance to the Cash and Payments Manager • Train and support accounts payable staff on policies, procedures and systems, and foster a culture of continuous learning and development • Perform ad-hoc projects and analysis as needed • Leadership and Management: <ul style="list-style-type: none"> • • Support the Cash and Payments Manager to develop continuous improvements within the Finance ERP system. Work with the Cash and Payments Manager to develop and maintain a

	<p>strong internal control environment, ensuring compliance with organisational policies and practices.</p> <ul style="list-style-type: none"> • Deliver training to non-finance employees in finance systems, policies and procedures
Key Skills and Competencies	<ul style="list-style-type: none"> • Minimum 1 year of work experience in Finance or Accounting. • Familiarity with bank cash management systems • Ability to work independently and within a team. • Excellent knowledge of Microsoft 365, `NetSuite or other accounting software. • Fosters collaborative and co-ordinated working across teams and in partnership with other organisations. • Presents a credible and positive image both internally and externally. • Pays close attention to detail, ensuring work is delivered on time and to a high standard. • Effective time management and ability to set realistic timescales for work delivery. • Self-motivated and good organisational skills • Good interpersonal skills • Experience of and ability to keep information confidential in the workplace • Demonstrate and understand equal opportunities

How to apply

If you wish to apply for this role, please submit all of the following to HR: An up-to-date CV and an Equality monitoring form (available to download here).

Key information about the application process

Nobul/IvyRock Partners are Salix's recruitment partner. As this role is open to both internal and external applicants simultaneously, and to ensure a fair and structured process, please note the following key details:

- **First Stage Interviews:** NoBul/Ivy Rock will conduct initial interviews for both internal and external applicants.
- **Structured Approach:** These calls will follow a set of pre-defined questions designed to assess your skills and suitability for the role efficiently and fairly.
- **Formal Interviews:** These will be managed internally by Salix.

Successful candidates are required to undergo and pass a DBS and BPSS security check to be employed by Salix. This will be carried out as part of the reference process, on receipt of the signed acceptance of a conditional offer.

If you have any questions, please contact HR@salixfinance.co.uk.

How to apply:

- Please send your CV to salixapplications@ivyrockpartners.com.
- A member of the NoBul/Ivy Rock team will reach out to schedule your first-stage video interview shortly.

Appointment timetable

- Applications will close on **Monday 1 June 2026 at 9am.**
- First Stage interview (conducted by Ivy Rock)
- Shortlisted candidates will be invited to interview **on Thursday 11 June 2026.**
- Start in post by mutual agreement.