

Woodmansterne

Vacancy Accounts Supervisor – Watford – Hertfordshire

Woodmansterne is the leading publisher and supplier of greeting cards and gift packaging to the very best retailers across the UK. As a third-generation family business started in 1953, we continue to have a reputation for quality, design, innovation and service. From our site in Croxley near Watford, our award-winning studio designs all our products. At our state-of-the-art, environmentally progressive facility in Milton Keynes we house our production house and run our award-winning category management services into retail. As Woodmansterne grows, we continue to build on our heritage and reputation and invest in our bright people and exciting future.

The company has a vacancy for an Accounts Supervisor Full-time permanent position – inhouse.

An opportunity to join a dynamic and quality-focused, finance team.

This role is ideal for someone who is organised, proactive and customer-focused, with the confidence to supervise an Accounts Assistant and support the day-to-day running of the department. You will play a key role in managing customer accounts, maintaining strong financial controls, and contributing to the continued success of the team.

Key Responsibilities

- Manage the sales ledger and debtor accounts, with a focus on key customer accounts.
- Build strong relationships with customers and internal stakeholders to ensure effective communication and issue resolution.
- Manage end-to-end debtors process.
- Identify and implement process improvement that supports the agreed KPIS.
- Supervise and support the Accounts receivable Assistant, including providing cover during absence.
- Complete month-end and year-end tasks, including balance sheet reconciliations and audit support.
- Assist with other Finance duties as required.

Skills & Experience

- Excellent communication and relationship-building skills, with a customer-focused mindset.
- A commitment to continuous improvement and delivering high standards of service.
- Organised, proactive and able to meet deadlines.
- A keen eye for detail and the ability to manage multiple priorities in a fast-paced environment.
- Enjoys supporting and developing others.
- Works well independently and as part of a team.
- 3 Year experience in a credit control role or similar

We offer

- An attractive salary, along with pension contributions and healthcare benefits
- The chance to work with one of the UK's most respected creative brands
- The satisfaction of knowing your work helps spread thoughtfulness and connection every day

If you're someone who believes that relationships are the heart of success, and you'd like to be part of a company that shares that belief, we'd love to hear from you.

**For full job description or to apply, please email Helen@woodmansterne.co.uk
The application deadline is Monday 10th August 2026.**

Woodmansterne is ready to push boundaries to lead the industry into a greener, sustainable, speedier & inspiring era. That's why we are committed to revolutionising how we work now and in the future. Woodmansterne aims to be an inclusive organisation, committed to an active Inclusion, Diversity and Equal Opportunities Policy, which starts with our recruitment and selection process