



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Banking Administrator</b>
<b>Internal Reference</b>	CEN-0034
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	Finance
<b>Location</b>	Arete
<b>Team Leader Role</b>	Banking Team Leader
<b>Role Level</b>	5
<b>Team Members</b>	No
<b>Role Purpose</b>  Process high volume multi-currency payments and receipts, in accordance with company bank mandates, and verify and confirm the accuracy of cash balances in the financial ledgers.	
<b>Accountabilities</b> <ul style="list-style-type: none"><li>• Prepare and process all Group multi-currency supplier payments in line with agreed payment timetables, ensuring payments are properly authorised and controlled within the appropriate approval limits;</li><li>• Processing of multi-currency payments and allocation of receipts within IFS to General ledger, Accounts Payable and Sales Ledger;</li><li>• Daily management of groups bank accounts ensuring balances retained within agreed banking limits;</li><li>• Manage and reconcile all Group bank accounts for month-end and year-end, in line with the group reporting timetable;</li><li>• Maintain electronic banking systems and the Group pooling facility to ensure availability of accurate and current data to support decisions in relation to daily cash management;</li><li>• Operational responsibility for relationship with RBS and HSBC Cash Management teams;</li><li>• Build and maintain strong relationships with internal/external customers to maximise stakeholder engagement and the quality of service provision</li><li>• Review processes on an ongoing basis to identify opportunities for continuous improvement, prepare and present improvement proposals for discussion with line manager and wider team, and execute where appropriate;</li><li>• Adopt and promote a 'one team' approach to Finance, in support of the delivery of a Global Finance function</li></ul>	
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