



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Accounts Payable Leader</b>
<b>Internal Reference</b>	CEN-0016
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	Finance
<b>Location</b>	Arete
<b>Team Leader Role</b>	Group Finance Shared Service Leader
<b>Role Level</b>	4A
<b>Team Members</b>	Yes
<b>Role Purpose</b>  Support global business with P2P for Accounts Payable and the Non-Stock Purchase Ordering process while promoting a centre of excellence.	
<b>Accountabilities</b>  Accountabilities <ul style="list-style-type: none"><li>• Lead, Motivate and deliver outstanding performance of the Groups Accounts Payable Shared Services function, creating an inclusive culture where change is embraced and sustained</li><li>• Develop Best Practice and supporting the team to evolve to meet the changing needs of the Group as it delivers its strategic vision, in line with the WGW principles</li><li>• Responsible for the processing and payment of the Groups supplier invoices whilst adhering to the groups documented processes and controls and ensuring risk minimised.</li><li>• Ensure all controls related to the Accounts payable process are defined with clear ownership and maintain auditable record of control execution</li><li>• Support global business with P2P for Accounts Payable and the Non-Stock Purchase Ordering process while promoting performance excellence</li><li>• Own the Accounts Payable module within IFS, including housekeeping and entry of supplier master data ensuring robust controls are adhered to</li><li>• Delivery of monthly internal reporting, ensuring completion of month end financial processes, reconciliations, analysis and production of KPI's</li><li>• Support the delivery of external reporting – including Payment Practice Reporting</li><li>• Build and maintain strong relationships with internal/external customers to maximise stakeholder engagement and the quality of service provision effectively</li><li>• Own the Travel &amp; Expenses processes, controls and reporting for those entities on Concur, ensuring all T&amp;E is within policy and that claims are reimbursed appropriately.</li><li>• Respond to any structural changes in the Group (mergers, acquisitions and/or integrations) or legislation changes with a robust change management (scoping, planning, preparation and go-live) and a seamless transition to "business as usual"</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 increasing productivity and effectiveness</li></ul>	