



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Accounts Payable Team Member
Internal Reference	CEN-0327
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Finance
Location	SBP
Team Leader Role	Accounts Payable Team Leader
Role Level	5
Team Members	No
Role Purpose	<p>Working within a fast paced, high volume environment, to ensure the accurate and timely processing of the Group's supplier invoices and preparation of bi monthly, multi-currency supplier payments ensuring compliance with contracted payment terms and in accordance with the Group's Banking Matrix.</p>
Accountabilities	<ul style="list-style-type: none">Processing of multi-currency supplier invoices via IFS to Accounts Payable Ledgers for a number Group Companies, including overseas subsidiariesPreparation of multi-currency supplier payments ensuring authorisation levels in line with agreed approval limitsReconciliation of Accounts Payable Control Accounts for month end and year end in accordance with Group Management Reporting timetableProactive management of trade creditors, including monthly reconciliation of supplier's statementsMaintenance of supplier's basic data within IFS including addition of new suppliers, updating bank account details ensuring adherence to documented controlsProvide training and support to the business on the non-stock purchase order processDaily liaison with both internal and external customers in order to meet stakeholder needs; build and maintain strong relationships with internal/external customers to maximise stakeholder engagement and the quality of service provisionReview processes on an ongoing basis, identifying opportunities for continuous improvement, and propose/ implement them with input/authorisation from the Group Finance Accounts Payable Team Leader, as appropriate.
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