

ROLF 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

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.

Accountabilities

- Processing of multi-currency supplier invoices via IFS to Accounts Payable Ledgers for a number Group Companies, including overseas subsidiaries
- Preparation of multi-currency supplier payments ensuring authorisation levels in line with agreed approval limits
- Reconciliation of Accounts Payable Control Accounts for month end and year end in accordance with Group Management Reporting timetable
- Proactive management of trade creditors, including monthly reconciliation of supplier's statements
- Maintenance of supplier's basic data within IFS including addition of new suppliers, updating bank account details ensuring adherence to documented controls
- Provide training and support to the business on the non-stock purchase order process
- Daily 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 provision
- Review 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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