

## ROLE PROFILE - INTERNAL

<b>Role Title</b>	<b>Accounts Payable Leader</b>
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	Finance
<b>Location</b>	SBP
<b>Team Leader Role</b>	Group Finance Shared Service Leader
<b>Team Members</b>	Yes
<b>Role Level</b>	4A
<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>• 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>• Responsible for the processing and payment of the Groups supplier invoices whilst adhering to the groups documented processes and controls ensuring risk minimised.</li> <li>• Scope, plan and embed any new company integrations or legislation changes into BAU accurately</li> <li>• Support global business with P2P for Accounts Payable and the Non-Stock Purchase Ordering process while promoting a centre of excellence</li> <li>• Own the Accounts Payable module within IFS, housekeeping completed in line with Internal Audit recommendations and supplier master data entered 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 - Payment Practice</li> <li>• Identify and implement opportunities for continuous improvement, propose and implement within the team, and proposing/ implementing these with input/authorisation from the Group Payments Leader as appropriate</li> <li>• Build and maintain strong relationships with internal/external customers to maximise stakeholder engagement and the quality of service provision effectively</li> <li>•</li> </ul>	
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**Competencies**

N/A	N/A	N/A
N/A	N/A	N/A

**Skills and Experience**

N/A