

## ROLE PROFILE TEMPLATE

<b>Job Title</b>	<b>Accounts Payable Team Member</b>
<b>Business Unit / Group Function</b>	5
<b>BU Team / Sub-Function</b>	Strathclyde Business Park
<b>Function</b>	Finance & GTS
<b>Leader</b>	Accounts Payable Team Leader
<b>People Leadership</b>	N/A
<b>Job Level</b>	
<b>Role Purpose</b>  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.	
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Processing of multi-currency supplier invoices via IFS to Accounts Payable Ledgers for a number of Group Companies, including overseas subsidiaries</li> <li>• Preparation of multi-currency supplier payments ensuring authorisation levels in line with agreed approval limits</li> <li>• Reconciliation of Accounts Payable Control Accounts for month end and year end in accordance with Group Management Reporting timetable</li> <li>• Proactive management of trade creditors, including monthly reconciliation of supplier's statements</li> <li>• Maintenance of supplier's basic data within IFS including addition of new suppliers, updating bank account details ensuring adherence to documented controls</li> <li>• Provide training and support to the business on the non-stock purchase order process</li> <li>• 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</li> <li>• 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.</li> </ul>	
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**Core Competencies:**

<b>Working with People</b> <ul style="list-style-type: none"><li>• Demonstrates an interest in and understanding of others</li><li>• Adapts to the team and builds team spirit</li><li>• Recognises and rewards the contribution of others</li><li>• Listens, consults others and communicates proactively</li><li>• Supports and cares for others</li><li>• Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses</li></ul>	<b>Planning and Organising</b> <ul style="list-style-type: none"><li>• Sets clearly defined objectives</li><li>• Plans activities and projects well in advance and takes account of possible changing circumstances</li><li>• Identifies and organises resources needed to accomplish tasks</li><li>• Manages time effectively</li><li>• Monitors performance against deadlines and milestones</li></ul>
<b>Relating and Networking</b> <ul style="list-style-type: none"><li>• Establishes good relationships with customers and staff</li><li>• Builds wide and effective networks of contacts inside and outside the organisation</li><li>• Relates well to people at all levels</li><li>• Manages conflict</li><li>• Uses humour appropriately to enhance relationships with others</li></ul>	<b>Delivering Results &amp; Meeting Customer Expectations</b> <ul style="list-style-type: none"><li>• Focuses on customer needs and satisfaction</li><li>• Sets high standards for quality and quantity</li><li>• Monitors and maintains quality and productivity</li><li>• Works in a systematic, methodical and orderly way</li><li>• Consistently achieves project goals.</li></ul>
<b>Adhering to Principles and Values</b> <ul style="list-style-type: none"><li>• Upholds ethics and values</li><li>• Demonstrates integrity</li><li>• Promotes and defends equal opportunities, builds diverse teams</li><li>• Encourages organisational and individual responsibility towards the community and environment</li></ul>	<b>Following Instructions and Procedures</b> <ul style="list-style-type: none"><li>• Appropriately follows instructions from others without unnecessarily challenging authority</li><li>• Follows procedures and policies</li><li>• Keeps to schedules</li><li>• Arrives punctually for work and meetings</li><li>• Demonstrates commitment to the organisation</li><li>• Complies with legal obligations and safety requirements of the role</li></ul>

**Skills and Qualifications:**

- Sound knowledge and understanding of double entry accounting
- Accounts Payable background in a global organisation, with complexity of multi-currency payments
- Working knowledge of a computerised Accounts Payable system
- Proven experience with Excel
- Ability to work to deadlines