## ROLE PROFILE

|  |  |
| --- | --- |
| **Job Title** | **Group Travel Manager** |
| **Business Unit / Group Function** | Central Services |
| **BU Team / Sub-Function** | Finance |
| **Location** | Arete |
| **Team Leader**  | Chief Financial Officer |
| **Team Members** | No |
| **Job Level** |  |
| **Role Purpose** To develop, deliver and manage an in-house travel management service which supports the full breadth of the Company’s global requirements to ensure costs are reduced, service is excellent and compliance to group policies and processes is high. |
| **Accountabilities*** Manage the global Company travel policies as agreed by the Executive Board and oversee their implementation throughout the business and drive cost efficiencies.
* Ensure that processes are in place to maintain adherence to global travel policies and that workflow and approval management align to these policies.
* Establish, develop and maintain relationships with key travel vendors such as airlines, hotel groups, ground transport providers and external travel agencies where appropriate and required in conjunction with local Business Support teams.
* Develop, administer and monitor the centralised Company travel booking service (e.g., Egencia).
* Review, develop and control local travel booking services where required in conjunction with applicable global Company travel policies.
* Design, develop and operate a centralised 24/7 travel support covering all stages of the travel process from booking to expense recording.
* Design, establish and develop travel reporting including but not limited to:
	+ Adherence to travel policies
	+ Costs and travel efficiency analysis
	+ CSR reporting related to travel activity
	+ Other adhoc analysis as may be required
* Pro-actively identify and drive continuous improvement opportunities in conjunction with the business teams.
 |
| **Created by:** | Badri Narasimhan |
| **Creation Date:** | April 2022 |
| **HRBP:** | Kirsty Morris |
| **Date of last revision:** | January 2024 |