

ROLE PROFILE

Job Title	Expenses Administrator
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Group Finance
Location	Cumbernauld
Leader	Transactional Processing Lead
People Leadership	No
Job Level	5
Role Purpose To ensure the completeness and accuracy surrounding the payment of employee expenses. Administering and Processing of expenses while ensuring relevant controls adherence.	
Accountabilities <ul style="list-style-type: none"> • Processing and payment of all employee expenses through the company on line expenses system • Maintain the company credit card process, including ordering new cards, cancelling and updating credit limits on cards etc. • Ensure all completed expense claims are justified, with the appropriate accompanying back up approved in line with the Global T & E policy whilst adhering to the relevant financial controls. • Ensuring all claims are processed within the 3 monthly time scale • Maintaining Mi Vision Expenses System for all UK companies –(including any upgrades) • Training and support to users of MiVision and company card holders • Timely file uploads to IFS system ensuring accurate transactions postings to relevant charge codes and accounts payable ledgers • Monthly, year end accruals and balance sheet reconciliations in line with group reporting timetable 	
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Creation Date:	30/09/2022
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Date of last revision:	30/09/2022