



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Accounts Payable Team Leader
Job Level	4B
Location	Arete
Business Unit	Finance
Function	Group Finance
Leader	Group Accounts Payable Team Leader
People Leadership	4-6
Role Purpose To manage and evolve the Purchase to Pay function within Group Finance, including the application and development of a strong controls framework and the drive for continuous team and functional improvement.	
Responsibilities <ul style="list-style-type: none">• Maintain a centre of excellence in relation to the Accounts Payable function, ensuring supplier invoices and payments are processed accurately and timely whilst adhering to the groups documented processes and controls and Payment Practise Legislation;• Maintenance of the Accounts Payable module within IFS, housekeeping completed in line with Internal Audit recommendations and new supplier information added whilst ensuring robust controls are adhered to;• Support global business with P2P for Accounts Payable and the Non-Stock Purchase Ordering process while promoting a centre of excellence;• Lead, motivate and develop the team in line with the Company Values to maximise employee engagement;• Delivery of monthly reporting, ensuring completion of month end financial processes, reconciliations, analysis and production of KPI's;• Owner of Accounts Payable Process Bible ensure documented processes are current and adhered to;• Identify opportunities for continuous improvement, propose and implement within the team, and proposing/ implementing these with input/authorisation from the Transactional Processing Leader as appropriate;• Build and maintain strong relationships with internal/external customers to maximise stakeholder engagement and the quality of service provision;• Scope, plan and embed any new company integrations or legislation changes into BAU.	
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