

# Group Treasurer and Accounts Payable Lead

## Basic Job Information

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| <b>Job Title</b>             | Group Treasurer and Accounts Payable Lead |
| <b>Brand/Function</b>        | Finance and Legal                         |
| <b>Department</b>            | Central Finance                           |
| <b>Job Grade</b>             | C/ C1                                     |
| <b>Location</b>              | Blakelands                                |
| <b>Role Reports to</b>       | Accounting Services Manager               |
| <b>Direct Reports</b>        | 0   |
| <b>Budget Accountability</b> | No  |

## Job Purpose

Responsible for all daily cash management activities and provision of liquidity forecasting information. The key point of contact for the Invoice to Pay (I2P) process in the UK, liaising with the Group's Accounting Shared Service Centre in Poland.

## Key Areas of Responsibility

- Daily treasury recording activities including maintenance of the cash book and daily reconciliation with the general ledger
- Daily collection and payment runs
- Ad-hoc cash allocation and banking of cheques received
- Short-term cash forecasting and investment activity (cash deposits)
- Maintenance of the group's liquidity management tool (Trinity) including monthly submission of the rolling 12 month liquidity forecast
- Bank account management including signing mandates and online banking access
- Maintain and report from the company's employee expenses system including management of the supplier contract
- Record employee expense claims in the appropriate cost centre and general ledger account
- Train, support and encourage best practice in Accounts Payable process and use of systems
- KPI reporting on invoice approval and implementation of improvement strategy
- Oversee the inter-company reconciliation process
- Lead change to Accounts Payable processes and systems
- Deputise for Accounting Services Manager

## Compliance Responsibility

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## Working Relationships

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| <ul style="list-style-type: none"><li>• Head of Central Finance</li></ul> |
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- Accounting Services Manager
- Competence Centre Accounting (CCA)
- VW International Belgium (Regional Treasury)
- Continuous Improvement & Process Manager

### **Skills**

- Strong IT system knowledge - particularly Microsoft Office
- Ability to work to tight deadlines
- Excellent planning and organisational skills
- Highly numerical with ability to analyse data
- Ability to apply own initiative
- Skilled in communicating and building good relationships with both internal and external contacts

### **Experience**

- Previous experience of a financial role with treasury knowledge
- Experience of working in a high volume Accounts Payable function

### **Qualifications**

### **Career Pathways**

### **Version Control**

| Date   | Version No. | Reviewed by | Comments/Action |
|--|-------------|-------------|-----------------|
| October 2021   | 1           | HR          |                 |
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