**Role Description & Person Profile**

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| **Role**  |  |
| **Job title** | Bank Accountant  |
| **Division** | Banking |
| **Department** | Central Finance  |
| **Location** | Peterborough |
| **Team Structure** Reports to, direct reports, etc**.** | Reports to Jaime Adams – Senior Bank Accountant  |

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| **Description** |  |
| **Impact Statement** The contribution of the role to achieving the overall business objective. Span of impact. Main purpose, focus of the role. | Integral part of the cash management process ensuring timely and accurately payments are made to suppliers and employees to support essential daily operations of all AB Agri Business units In Banking we deal with 80 bank accounts which covers multiple currencies in various countries, these business units rely on Banking to process payments accurately and to tight deadlines |
| **Role Objectives** The key responsibilities and key accountabilities of role. (5 to 10 areas) | * Informing Sales ledger and credit control of all customer receipts received on a daily basis
* Entering new payment templates to banking systems
* Ensuring all purchase ledger and payroll UK and international payments are checked thoroughly and processed within strict payment terms
* Authorising payments and templates entered by others after thoroughly checking
* Reconciling all bank accounts and resolving queries with business units on a weekly basis
* Ordering of Foreign currency from ABF and ensuring sufficient funds to cover payments
* Processing submitted Expense payments through Concur system
* Liaising with other department to resolve queries efficiently
* Assisting with projects to streamline banking systems
* Any other duties required for banking business needs
* Holiday/absence cover for other members of banking team
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| **Key Stakeholders** What are the challenges of the relationships, communication strategies required, etc  |  Maintain Close working relationships with all stakeholders in the UK and worldwide at all levels.Stakeholders do include; Internal – Management, ABF Treasury, Business units, Internal auditors and employees External – Suppliers, Banks,  |

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| **Person Profile**Consider knowledge, experience, any formal qualifications genuinely necessary or any key areas of knowledge. |
| **Essential** | **Desirable** |
| * + Working in a finance environment
	+ Experience of dealing with multiple bank accounts and currencies
	+ Proficient in Microsoft office
	+ Team player
	+ Strong Communication Skills
	+ Ability to build strong, trusting relationships across a wide group of stakeholders
	+ Strong organisational skills with ability to work at speed and adapt to changing demands and priorities
	+ Attention to detail, prioritising and an ability to work to tight deadlines on a daily basis
 | * Experience of dealing with international bank accounts and currencies
* Experience of working with various ERP systems
* Previous experience/working knowledge of a Banking role
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| **Other Factors** Travel, shiftworking, HGV Licence, etc. | Hybrid working between Peterborough office and WFH  |