**Role Description & Person Profile**

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| **Role** |  | |
| **Job Title** | Vendor Maintenance Administrator | |
| **Division** | Central Finance | |
| **Department** | Purchase Ledger | |
| **Location** | Peterborough | |
| **Team Structure**  Reports to, direct reports, etc**.** | Report to: Purchase Ledger – Payments, Expenses & Controls Team Lead | |
| **Description** |  | |
| **Impact Statement**  The contribution of the role to achieving the overall business objective. Span of impact.  Main purpose, focus of the role. | The role of Vendor Maintenance Administrator has responsibility for the Supplier Master Data. This includes setup and maintenance of all suppliers for all AB Agri divisions. | |
| **Role Objectives**  The key responsibilities and key accountabilities of role. (5 to 10 areas) | * Vendor Maintenance for all AB Agri divisions to include set-up and/or amendment of supplier accounts as requested * Maintain accurate status tracking of VM requests * Mitigate risk of fraudulent activity via completion of relevant background checks required for all processes * Ownership of Dormant Supplier Report to be ran in line with schedule. * Proactive review of VAT numbers * Supply of appropriate information for Credit Applications upon request * Timely identification and resolution of queries involving liaising with internal staff and external suppliers * Effective management of Vendor Maintenance mailbox * Month-end tasks * Support Statement reconciliation process * Additional ad-hoc duties relating to the Purchase Ledger function * Maintain up to date Standard Operating Procedures | |
| **Key Stakeholders**  What are the challenges of the relationships, communication strategies required, etc | **Internal Stakeholders**  Purchase Ledger Team, AB Agri Divisions  **External Stakeholders**  Suppliers | |
| **Scope**  Depth, breath of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility. | Role requires an understanding of how to process new supplier/supplier amendment in line with ABF Financial Controls. Also, an understanding of the importance of timeliness, communication and accuracy are integral in this role. Understanding the impact of Vendor Maintenance on the wider business helps to complete this role to a high standard. | |
| **Person Profile** |  | **Essential or**  **Desirable** |
| **Knowledge**  Consider experience, any formal qualifications genuinely necessary or any key areas of knowledge. | * Purchase Ledger Function * Supplier Master Data * Financial Controls * Experience of working in a high-volume environment | E  E  E  E |
| **Key Behaviours**  Consider which of our Guiding Principles are particularly relevant and also any role specific behaviours. | * High level of Accuracy and Attention to Detail * Ability to manage high workloads * Ability to work to tight deadlines * Strive to continuously improve * Ability to Communicate well at all levels * Ability to Prioritise | E  E  E  D  E  E |
| **Other Factors**  Travel, shift working, HGV Licence, etc. |  |  |