

Executive, Accounts Receivable

Role Description (purpose):

To be Subject Matter Expert for systems and processes relating to AR

RUI: (if updating existing JD)	732	Grade:	CUK10	DBS check required Y/N:	NO
Directorate: (Operating Company where Applicable)	Finance & Legal	Reports to:	Manager, AR & CO, Finance Operations		
Function:	Finance	Team:	Finance Operations		
Direct reports :					

Accountabilities

- In the immediate short term, to be instrumental in reconciliation of Covid related bookings and key Travel Agent partner to achieve booking resolution
- Ensuring accuracy of data pertaining and used for collection and reporting of debt, share and provide guidance as required.
- Actively manage effective relationships with external suppliers and key internal stakeholders as appropriate
- Effectively control and proactively develop processes, accounting and reporting in area
- Tracking and reporting of trends feeding into a robust and visible monthly forecast submission & reporting pack
- Working with other areas of Finance, the business and internal and external auditors to ensure policy and process compliance
- SME on cross functional projects to enable the improvement, development, successful implementation and BAU delivery of changes
- Maintain compliance with industry regulations and effective transactional cost management
- BCP & ERO support to the business as SME for area
- Respond to ad-hoc queries from CUK management and ABG
- Responsible for any SOX and non SOX controls for area

Health, Environment, Safety, Security (HESS) Responsibilities

- Lead by example by taking care of the health and safety of you and others
- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager/supervisor/team leader
- Follow safety rules and procedures
- Use work equipment, personal protective equipment, substances, and safety devices correctly
- Take part in safety training & risk assessments and suggest ways of reducing risks
- Appoint shore side risk assessment Subject Matter Experts as required to review and approve risk assessments
- Actively promote safe working within your team and encourage safe behaviours
- Demonstrate safety leadership in accordance with our safety leadership behaviours

General Responsibilities

- Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employee's control (list not exhaustive).
- To undertake ad hoc duties as required.

Scope:

Problem solving:

- Uses existing controls and knowledge of systems to recognise problems, escalate to management accordingly and help solve problems that arise.
- Provides recommendations in a clear and appropriate manner.
- Documents end to end processes in a way that people without specific knowledge can easily follow.
- Understands and articulates how a particular process and accounting fits within an end to end process and its impact on wider business so that the business is clear on implications of operational decisions.
- Uses knowledge of key systems and processes effectively to supports other users and apply knowledge to drive process efficiencies.

Impact (what impact will the role holder have on the team/ department/ function/ stakeholders):

- Knows their specialist subject matter and raises awareness of issues as appropriate and challenges status quo.
- Plans how to approach situations e.g. meetings, to make change happen.
- Understands the issue and their own point of view and influences peers to make changes to behaviours.
- Communicates information clearly to specialist and non-specialist audiences. Ensures this is timely, concise and with appropriate tone.
- Builds effective transactional relationships and recognises when a relationship is strained and takes action to improve.

Leadership (what level of management is required, I.e. multiple teams, or small teams) :

- Support managers with oversight of more junior members of staff where applicable. This may include supervising their day to day activities and month end processes.

Demonstrable Behaviours (what needs to be demonstrated in 'how' to be successful in the role) :

Self Mastery

Is direct, truthful and widely trusted. Reflects on how their approach & behaviour impacts others. Learns from experience & feedback and takes action to continuously improve. Faces difficult issues and provides support and feedback to others to do the same.

Improve & Innovate

Makes progress & remains calm when facing uncertain situations. Seeks to understand both internal and external customer needs to inform actions. Identifies & implements useful ideas that are new, better and enhance guest or people experience. Takes creative ideas then puts them into practice.

Engage & Empower

Invites input & shares ownership and visibility. Seeks to understand different perspectives and cultures. Treats everyone as an individual, safeguards colleagues and teams Wellbeing. Coaches others & creates an environment where people do their best work.

Accountability & Commerciality

Displays a can do attitude in good and bad times. Follows through on commitments. Takes personal responsibility for decisions, actions and failures. Seeks to understand the commercial impact when making decisions.

Inspire & Achieve

Seeks to makes sense of complex situations. Keeps an eye on the future and identifies the impact on team. Communicates with energy and engages the team. Shows a clear connection between company goals and individuals aspirations & targets

Knowledge, Experience and Qualifications required:

Qualifications – essential:

- Minimum 5 GCSE's or equivalent

Knowledge/ Experience – essential:

- Clear and concise communicator – excellent verbal and written communication skills
- Strong planning skills – able to organise and

Qualifications – desirable:

- AAT qualified or equivalent

Knowledge/ Experience – desirable:

- Previous Experience in Travel industry/and or financial services
- Experience of managing a team within a large organisation

<div>prioritise work</div> <div><div><div></div></div><div><div></div></div><div><div></div></div></div> <div><div>• Resilient – Ability to work under pressure and meet deadlines</div><div>• Competent with Microsoft Office</div><div>• Previous experience Financial systems</div></div>				
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