

<b>Job Title</b>	Bank Controller
<b>Department</b>	Finance
<b>Reports to</b>	Treasury Manager
<b>Grade</b>	Grade 3
<b>Purpose &amp; Overview</b>	<p>Provide daily control of all bank accounts including all receipts and payments and posting of these transactions to the general ledger in SAP.</p> <p>Provide robust MI to the Treasury Controller to enable accurate and reliable forecasting of cashflow items at all times.</p>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Upload and post, bank transactions to appropriate bank control accounts within SAP.</li> <li>• Clear down bank control accounts and leave reconciling items, as open items.</li> <li>• Process bank messages received through the banking file gateway into SAP</li> <li>• Prepare Bank reconciliations (11 Bank Accounts) ensuring appropriate explanation is provided for any reconciling items</li> <li>• Produce Weekly CKI cash reports.</li> <li>• Maintain Bank BPP's to ensure that they reflect any recent changes.</li> <li>• Maintain Payments Procedures to ensure that they reflect any recent changes, due to changes of bank systems.</li> <li>• Action Chaps &amp; 3 Day BACS Payments in accordance to our bank mandate and internal controls.</li> <li>• Bank cheques received using the remote cheque imaging scanner.</li> <li>• Highlight any unusual transactions, like cheque returns or rejected Bacs to the appropriate team, so they can be investigated.</li> <li>• Maintain effective working relationship with our company bank to ensure a good flow of information and that our records are updated when necessary. (i.e. Bank Mandates are updated as changes occur within the business)</li> <li>• Reconcile the cashflow forecast daily to reflect actual cash in bank accounts.</li> <li>• Maintain accurate and reliable short term cashflow forecasts with future receipt and payment estimates. To assist us in managing long term cashflow and expenditure and allow us to make appropriate decisions like additional short-term borrowings.</li> <li>• Confirming all treasury deposit deals to third party confirmations</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain current account and treasury mandates for all bank accounts actioning any updates in a timely manner.</li> <li>• Assist with system upgrades, system improvement design and user acceptance testing.</li> <li>• Assist wider treasury &amp; tax and finance team with ad-hoc requests</li> <li>• Support delivery of correct data for statutory and internal audits.</li>   <li>• <u>Areas for progression</u></li> <li>• Calculate monthly treasury items for journal posting</li> <li>• Provide commentary on group reporting numbers for treasury items</li> <li>• Assist in preparation of monthly, quarterly and ad-hoc group reporting</li> <li>• Assist Treasury Analyst and Financial modeller with updates to financial modelling and analysis.</li> <li>• Take ownership of a range of documented treasury procedures as part of the wider treasury policies and procedures control environment and maintain close control of compliance thereto.</li> </ul>
<b>Technical Know-How &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Significant attention to and control of detail to very high levels of accuracy</li> <li>• Highly organised and methodical, comfortable with delivering high quality outputs across multiple deadlines</li> <li>• Ability to adapt and manage workload and priorities without compromising quality of work outputs</li> <li>• Highly numerate – existing accountancy qualification preferable, but not required on appointment provided there is a commitment to achieve a suitable accountancy and/or treasury qualifications over time</li> <li>• Experience using SAP and competent with Excel</li> <li>• Ability to communicate clearly and professionally both internally and externally</li> <li>• Proactive demonstrable strong work ethic</li> <li>• Good team spirit and willingness to learn in a cohesive and dynamic finance team environment</li> </ul>
<b>Job Dimensions</b>	<ul style="list-style-type: none"> <li>• Internal interfaces include the wider treasury, regulatory finance and tax team, financial reporting, accounts payable, NTB, payroll, IT, customer services.</li> <li>• External interfaces include the WWU group House Bank, CKI, other transaction banks</li> </ul>