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|  ROLE PROFILE |
| Job title | Cash Operations Associate | Date | January 2025 |
| Business | Shared Services |
| Department | General Ledger |
| Location | Callington, Cornwall |
| ROLE SUMMARY  |
| The Finance Shared Services team is responsible across all business categories for all aspects of transactional finance. This role sits within the Cash Operations team under General Ledger where the key focus is managing cash and credit. The right candidate will take responsibility for payments, bank reconciliations and expenses management for a subset of Samworth Brothers businesses alongside wider reporting requirements. Ideally working towards an AAT qualification, this role would suit someone with some experience of working in a finance team who is keen to develop and willing to embrace change. |
| REPORTING STRUCTURE |
| Reports to | Cash Operations Team Lead |
| Direct & indirect reports | None |
| Key internal stakeholders | Shared Services Teams, Site Finance Business Partners, Group Finance, IT |
| Key external stakeholders | Auditors, Suppliers, Customers, Tax Advisors, HMRC |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * Supporting on a subset of Samworth Brothers businesses in ensuring compliance with daily and weekly requirements as well as the month-end timetable
* Preparing and posting cash journals
* Preparing bank reconciliations
* Weekly cashflow reporting
* Weekly cashflow forecasting
* Reviewing documentation and raising manual payments as required
* Processing of expenses, including review of appropriate documentation and VAT treatment
* Reconciliation and posting of credit card expenditure
* Preparing balance sheet reconciliations for relevant accounts
* Reviewing shared mailboxes and actioning tasks as appropriate
* Ad hoc cash operations related tasks and support for wider improvement projects
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| * Ideally working towards an AAT qualification (with apprenticeship options open to the right candidate)
* Previous experience of working in a finance team
* Strong Excel skills and some knowledge of ERP systems desirable
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| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS |
| **Competency** | **Descriptors** |
| Values People | *Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.* |
| Customer Focus | *Is passionate about quality, striving to continuously make a positive difference for our customers and our consumers.* |
| Collaborative Team Working | *The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with our purpose statement and Company values.* |
| Flexibility & Adaptability | *The ability to change and adapt your behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.* |
| Initiative & Taking Ownership | *Steps up to take personal responsibility and accountability for tasks in line with our purpose statement and our Company values.* |