

## Cashbook Clerk

<b>Generic title</b>	Cashbook Clerk
<b>General Description</b>	This person is responsible for the accurate allocation of cash on the company's main bank accounts and also the many JV bank accounts. This role also deals with purchase cards support, travelsupport to the company's travel provider PHR and also the many payment runs and ad hoc payments that are requested on a daily/weekly basis.

## Competencies

<b>Achieving Results</b>	Sets clear and appropriate goals that consider the bigger picture Drives well to achieve consistent results Deliver a quality performance consistently
<b>Analytical thinking and decision making</b>	Rational and systematic analysis of situation to enable decisions on more varied issues Questioning the evidence to evaluate issues
<b>Communication</b>	Ability to choose most appropriate style of communication Able to listen actively by which we mean hearing and interpreting what is said Demonstrating sound questioning techniques
<b>Dealing with change</b>	See potential of new ideas and situations Takes a pragmatic approach to change Considers impact of change on others as well as self Ability to explain the effects to colleagues
<b>Teamwork</b>	Develop inter-team collaboration inside and outside company Understand the role of a team and how it delivers the objectives Can adapt to different types of teams in most situations Takes a cohesive and encouraging approach to team working
<b>Leadership</b>	Assume responsibility - organising and guiding where necessary as part of the team.
<b>Managing resources</b>	Understand the resource implications on the business plan
<b>Negotiation</b>	Understand the other's point of view Make an objective and structured case with pros and cons Understand the need to give and take Understand and defend a position
<b>People Development</b>	Understand strengths and weaknesses of team members and work with them to good effect.

## Role definition

<b>Summary of role</b>	To work well as part of the team to be able to assist in all areas of cash book and be able to offer excellent customer service.
<b>Responsibilities and accountabilities</b>	The preparation and distribution of the daily cash report and cash variances. The preparation and distribution of the weekly cash flow forecast. Maintaining the bank signatory lists across the wider business. The daily download and reconciliation of the company's bank accounts including JV's.

	<p>The managing and opening of bank accounts and bank relationships with Morgan Sindall relationship managers.</p> <p>Monthly bank reconciliations of all the bank accounts with explanations of any outstanding items.</p> <p>Maintain and keep to a minimum any outstanding purchase card spend through chasing the employees who have not submitted their claims.</p> <p>Upload contracts into Dcal and send PHR on a weekly basis a file of all live contracts.</p> <p>All unallocated cash is investigated and dealt with in a timely manner.</p> <p>The preparation of the monthly journals for Fuel, Purchasing Cards and PHR. To post monthly the interest on the bank account to the individual business units.</p> <p>Administration and processing of external corporate purchasing systems e.g. purchase card, fuel cards and travel support.</p> <p>Prepare any ad hoc payments requested during the day from the business units in a timely manner and ensuring these are signed off in accordance with delays.</p> <p>Prepare the weekly purchase ledger payment runs for MS, Baker Hicks, Group and Property Services.</p> <p>Check for any CIS issues on the payment runs before sending out to the business for approvals.</p> <p>Deal with any enquires raised through the inboxes in a timely fashion.</p> <p>The raising of sales ledger invoices monthly.</p> <p>Banking of cheques received into head office.</p> <p>Assisting in the yearly audits in answering any questions raised with allocations.</p> <p>To keep the direct debit schedule up to date and sent out to the business quarterly for checking.</p> <p>Provide quality customer service to the wider business.</p> <p>Any ad hoc duties that may arise.</p>
<p><b>Qualifications, training and technical knowledge</b></p>	<p>Experience in a similar treasury role.</p> <p>Excellent excel skills.</p> <p>Accuracy with figures.</p> <p>Accounting qualifications beneficial but not essential.</p>
<p><b>Attributes and skills</b></p>	<p>Ability to work in a team environment contributing across a business unit or area.</p> <p>A can do attitude and adapts to change well.</p> <p>Excellent organisational, planning and time management skills; able to manage day to day workload.</p> <p>Ability to ensure standards are met</p> <p>Excellent customer service skills.</p>