

ROLE DESCRIPTION

Job title	Accounts payable administrator	Role Holder:	
Reporting Lines:	LUK Financial Controller	Location:	London, United Kingdom

1. Purpose

The primary purpose of the role is to carry out the Accounts Payable and Cashier functions for Lancashire UK companies.

2. Specific Responsibilities
Accounts payable

- Receive, check and co-ordinate requests for payment, processing invoices through Concur invoice and expense management system, liaising with other teams as necessary
- Ensure invoices are correctly coded by legal entity, department and expense type
- Ensure invoices are approved in accordance with relevant authorities
- Pay invoices using online banking system
- Transfer approved and processed invoices into the General Ledger system
- Perform supplier statement reconciliations

Employee expenses

- Coordinate employee expense reimbursement requests processed through Concur invoice and expense management system
- Ensure expense claims are made in accordance with company policies and appropriately authorised
- Ensure expense claims are correctly coded by legal entity, department and expense type
- Pay expense claims using online banking system
- Transfer approved and processed invoices into the General Ledger system

Corporate credit cards

- Assist with initial roll out of corporate credit cards for LUK staff
- Coordinate employee credit card submissions processed through Concur invoice and expense management system
- Ensure corporate credit card claims are made in accordance with company policies and appropriately authorised
- Ensure corporate credit card claims are correctly coded by legal entity, department and expense type
- Transfer approved and processed invoices into the General Ledger system

Cashier function

- Prepare premium and claims payments in accordance with requests from claims and operations team.
- Provide petty cash to administrative team and ensure that receipts are provided and all amounts are appropriately accounted for

General role requirements

In carrying out the specific responsibilities the role holder will be required to:

- Work in accordance with current best practice, professional accounting standards, PRA and other regulatory requirements
- Report matters which can be reasonably foreseen to affect the reputation or financial position of the company, and any matters that may pose internal negative consequences, immediately to the role holder's line manager
- Ensure knowledge of legislated and regulatory changes, and requirements related to responsibilities are kept up-to-date
- Adhere to and maintain group or company-specific internal controls
- Liaise with internal and external auditors, and other group entities, in order to obtain or provide information to resolve and settle queries as required

3. Essential Skills & Requirements

- Prior experience with SAP Concur
- Use of general ledger systems, Great Plains would be an advantage
- Use of automated banking systems
- Must be detail oriented and have excellent organisational skills
- Ability to work on one's own initiative and with minimal supervision
- Ability to liaise with individuals on all levels
- Proficient in Microsoft Office Suite of applications with intermediate skills in Excel (e.g. use of pivot tables)
- Ability and willingness to work flexibly

4. Lancashire Values

- **L**eadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are
- **A**spirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are
- **N**imble in our decisions, actions and business processes, and considerate of our environment and wider society, we are
- **C**ollaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are
- **S**traightforward in conducting our business in an accountable, open, honest and sustainable way.