|  |  |
| --- | --- |
| Baxters Logo - May 09.jpg | **Outline Post Description** |
| **Job title** | Europe Cashier |
| **Effective date** | September 2024 |

**Principal purpose of the role:**

|  |
| --- |
| * Part time role 20 hour role (9am – 2.30pm Tuesday to Friday (30 mins lunch)) reporting to the European Assistant Accountant.
* Process payments for Europe entities, ensuring appropriate approval authority, accuracy, timeliness and audit trail.
* Input all banking cash inflows and outflows in Oracle on a daily basis.
* Maintain strong controls around all Europe bank accounts.
 |

**Main accountabilities:**

|  |  |
| --- | --- |
| 1 | Ensure the accurate processing of cash payments and ensure they are made in accordance with necessary approval authority and to the timings specified. |
| 3 | Ensure all Europe and Treasury bank statements are input on a daily basis into Oracle. |
| 4 | Assist with the monthly balance sheet reconciliation process and cash forecasting where required.  |
| 6 | Manage company credit card limits and authorities with the direction of the European CFO. |
| 7 | Monitor Cashier mailbox and act as first point of call for routine banking correspondence for Europe bank accounts. |
| 8 | Take ownership of processes, implement new procedures to ensure maximum efficiency and update procedure notes where required.  |
| 9 | Ensure adherence to all financial/internal controls and relevant business policies. |

**Person specification:**

|  |  |
| --- | --- |
| 1 | Previous Accounts and Cashier experience preferred but not essential.  |
| 2 | A high level of accuracy and strong attention to detail. |
| 3 | Ability to work under pressure to tight deadlines.  |
| 4 | An understanding of basic accounting principles preferred. |
| 5 | Experience using accounting software, in particular Oracle, preferred but not essential. |
| 6 | Good numerical reasoning / analytical skills. |
| 7 | Good Excel skills. |
| 8 | Good communication skills. Confident dealing with a variety of internal and external contacts. |
| 9 | Upholds Baxters behavioural standards. |

**Baxters Behavioural Standards:**

|  |  |
| --- | --- |
|  WORK TOGETHER  | Works well with others Behaves positively and sets an example to others Is enthusiastic and committed at all times  |
| BE BETTER  | Looks for ways to improve things and solves problems Develops own skills to get better Has a consistently high standard of work Operates competently without supervision  |
| BE RESPECTFUL  | Always treats people with dignity and respect Treats everyone in a fair and consistent manner Manages emotions when dealing with difficult people or situations Relates well to all types of people and at all levels  |
| GET RESULTS  | Sets measures and standards and regularly reviews against these Holds self accountable for personal objectives & gets support from others Plans & prioritises and is flexible to change when necessary Is clear what needs to be done to be successful & achieves the standard  |