

# Discovermore

## Financial Transactions Manager

Department: Finance

Hours per week: 37.5

Basis: Fixed Term Contract (18 months)

### Job Purpose

The Financial Transactions Manager manages all aspects of the transactional area within the UK Finance team as well as leading and developing the team to ensure that all transactions are completed on time and with a high level of accuracy.

### Key Responsibilities

- Line management of transactional team
- Ensuring all documents / transactions posted through Bank, AP and AR ledgers have full compliance applied and are processed in a timely manner
- Ensuring compliance with supplier set up, payment and master data change procedures
- Agreeing SLA targets for the transactional team
- Completing and maintaining a comprehensive set of working notes and SOPs for all relevant tasks or duties
- Establishing KPI reporting to include debtor day analysis and reporting of uncleared AP invoices and credit notes
- Management of AR ledger
- Producing aged debtors listing and reconciliations of AR and AP ledgers to GL at month end
- Managing timely bank reconciliations
- Analysing and report all bank charges, interest and FX differences
- Working with the Process Improvement Manager to support and implement process improvements and standardisation of the tasks and duties associated with the transactional area
- Management of standardised payment runs and one off payments
- GRNI ownership
- Management of online bank account supplier accounts

### Knowledge, Experience & Skills Required

- Experience in a similar leadership role
- Experience in manufacturing or pharma would be beneficial
- Experience of working within a multi-site international business would also be beneficial

If you are interested in this role, a job description is available on request.

Please send all applications to:  
[careers@allergytherapeutics.com](mailto:careers@allergytherapeutics.com)

**Allergy  
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