

## Job Description

Job Title	Accounts Receivable Officer GBS Finance Warsaw		
Directorate or Region	Europe regions (EU, WE)	Department/Country	GBS Finance
Location of post	Warsaw	Pay Band	5 (local H)
Reports to	Accounts Receivables Lead, GBS Finance Warsaw	Duration of job	Full time Approximate duration of the job 9 months

### **Purpose of job:**

- Deliver efficient processing and accounting services on AR processes related to agreed bank accounts in Europe regions, in co-operation with BCMS Noida
- Provide contingency back up on agreed serviced for Europe/MENA regions.
- Support the Accounts Receivable Lead as necessary.

### **Context and environment:** (e.g. dept description, region description, organogram)

- Reports to: Accounts Receivables Lead, GBS Finance Warsaw
- Supervises: N/A
- Financial Impact: Provides transactional services for receivables and bank transactions functions, assisting in improving efficiency of operations and meeting the agreed service levels.
- Territory / Products/processes/services handled: EU, WE for retained AR services, BCP: EU, WE and MENA: business critical AR services

### **Accountabilities, responsibilities and main duties:** (including people management and finance)

- Perform income allocation for EU & WE regions' transactions and the reconciliation of bank accounts managed by GSS Finance Warsaw. Provide support to BCMS Noida in bank reconciliation of bank accounts in EU & WE regions managed by BCMS Noida, as per agreed bank accounts matrix.
- Provide timely and accurate accounting support for AR and GA related areas for countries in EU & WE regions, ensuring compliance with agreed service levels.
- Provide services through Global Service Desk on AR & GA related requests and incidents, as per SLA.
- At request of AR Lead GSS Finance Warsaw, to co-operate with BCMS Noida on queries related to income recognition and bank reconciliation of bank accounts in EU & WE regions managed by BCMS Noida.
- Support and deliver GSS Finance Warsaw objectives specified in yearly team plan as requested by AR Lead GSS Finance Warsaw.
- Take part in Business Continuity Plan and perform agreed tasks in delivery of critical services for Noida for Europe/other regions if required.
- Deliver effective customer support, as agreed with AR Lead GSS Finance Warsaw; maintain relationship with relevant stakeholders, e.g. country finance staff.

- Provide cover in absence of AP Officer GSS Finance Warsaw on AP related activities managed by GSS Finance Warsaw.

***Key relationships: (include internal and external)***

- External: banks (occasionally)
- Internal: Country Finance Managers and staff, members of country operational teams, e.g. exams, staff in BCMS Noida and HQ

***Other important features or requirements of the job***

*(e.g. travel, unsocial/evening hours, restrictions on employment etc)*

May require to travel occasionally, work extended hours during training/peak activities.

Please specify any passport/visa and/or nationality requirement.	Passport required
Please indicate if any security or legal checks are required for this role.	None

## Person Specification

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<p>1) Connecting with others Level: Essential</p> <p>2) Working together Level: Essential</p> <p>3) Being accountable Level: Essential</p> <p>4) Shaping the future Level: Essential</p> <p>5) Making it Happen Level: Essential</p> <p>6) Creating shared purpose Level: Essential</p>		<p>Not assessed</p> <p>Interview</p> <p>Interview</p> <p>Not assessed</p> <p>Interview</p> <p>Not assessed</p>
<b>Skills and Knowledge</b>	Knowledge/experience in Financial accounting skills including book-keeping	FABS system skills	Application form & performance evaluation + interview Short listing
<b>Experience</b>		6 months' experience in Accounts Receivable activities and processes	Short listing and/or Interview

<b>Qualifications</b>		Finance qualification/degree in finance/accounting or relevant experience	Short listing and/or Interview
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<b>Submitted by</b>	Tetyana Grzelak	<b>Date</b>	05.09.2013
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# Guidance on Preparing a Role Profile

## (a) Job Description

Complete the job description section of the role profile

**Purpose of job** – What is the overall aim of the job? Why does it exist? (One or two sentences are usually enough for this).

**Context and Environment** – what does the department do? Which region does the job sit in? Are there any particular challenges or attractions of the region or area? Is it part of a team, if so how big is the team and where does the job fit? Who does it report to?

### Accountabilities, Responsibilities and Main Duties

**Accountabilities** - results for which the post holder is held accountable not necessarily tasks they perform themselves. More senior roles often have more accountabilities as they deliver results through others.

**Responsibilities** – what actions or tasks is the job holder responsible for? e.g. management or administration of finances, managing people, delivering or contributing to organisational targets, delivering own or others work to agreed standards

**Main Duties** – the main specific duties that job holder has to do in order to meet the responsibilities e.g. project planning, budget planning, event co-ordination, teacher recruitment. This is not meant to be an exhaustive list of all the tasks in a job, just the main ones. If there are one or two duties which form the major part of the job e.g. reconciliation of payments for a finance role it is helpful to indicate what percentage of the job these activities take up.

### Key Relationships

What people or organisations (internal and / or external) does the job holder have to interact with or influence and to what level? For example an Events Co-ordinator might have to maintain relationships with venue providers and participants externally and managers and PAs internally.

**Other important features or requirements of the job** – are there significant or unusual demands which are essential to the job e.g. unsocial / evening hours, international travel etc? Please be as specific as possible on these and only include those which are **essential**.

## **(b) Person Specification**

Complete the person specification section. As part of the role profile, it is used for recruitment purposes only. It sets out the selection criteria used for short listing and interview i.e. nature and level of the skill, knowledge and behaviour which will be assessed. These criteria are classed as either essential or desirable. Essential criteria are always used in assessment. Desirable ones are used to enable selection for interview where more than five candidates meet the essential criteria. Candidates who have declared a disability and who meet the essential criteria are always interviewed.

To increase opportunity while minimising bureaucracy and the amount of work for applicants and recruiting managers, no more than eight criteria should be listed as essential under the headings of behaviours, skills & knowledge and experience. We recommend that a maximum of four desirable criteria can be added.

**Behaviours** – List all 6 Behaviours ([link attached](#)) and identify those – we suggest no more than four - which you propose to use as part of the selection criteria and specify the required level i.e. essential, more demanding or most demanding. In the interest of minimising bureaucracy, please remember that you can choose to assess Behaviours at interview only, thus streamlining the application and short listing stage.

**Skills and Knowledge** – Select required skills and level from the list of Generic Skills ([link attached](#)). Guidance is no more than two - for example project and contract management, financial planning and management. Specify any additional knowledge requirement (this may be not always be applicable) for example, knowledge of employment law.

**Experience** – What is the minimum experience (work or otherwise) which is required or desirable for the job for example, leading a dispersed team, implementing a new system or policy, working in the public / private sector.

**Qualifications** - Please list the minimum qualifications or equivalent required for this role. Sometimes the "equivalent" could be practical experience or a local qualification or other similar accreditation. Qualifications should only be listed as essential if absolutely necessary for the job.