



Butterfield

JOB DESCRIPTION**Human Resources**

Job Title	Administrator - Finance	Group Band	GB9
Job Family/ Function	Group Finance	Incumbent Signature/Date	
GFSC Notifiable ?			

Job Summary

To administer the Accounts Payable procedure and assist in the production of financial reporting for Butterfield Bank (Guernsey) Limited.

Job Accountabilities

- To maintain the Purchase Ledger in accordance with the procedures manual and prepare batches to input to the general ledger.
- To ensure the recording and distribution of invoices received to obtain the appropriate management authorisation and enable the settlement of invoices by Faster payments or banking instruction.
- To receive appropriately approved expense claims from staff, process and prepare payment schedule for HR to enable reimbursement through payroll and/or settlement of corporate credit card accounts.
- To prepare and analysis daily reports for Butterfield Bank (Guernsey) Limited, to ensure accuracy of data and compliance with internal policies.
- To administer the document archiving procedure for Finance Department in accordance with regulatory requirements to ensure an efficient storage and retrieval process.

Know-How/Competency Requirements

- A competent Accounts Administrator with a minimum of one year's experience in a finance department using a Purchase ledger system ideally or a similar finance system.
- A strong basic level of skill in Excel to enable input to and referral to complex spreadsheets.
- Good communication skills for liaison with management and staff and with external vendors, suppliers and customers.



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Problem Solving Requirements

The position requires the finance administrator to follow relatively complex procedures to process and input data accurately. There is a need for the ability to manage and prioritise a somewhat variable workload that is dependent to some extent on volumes and timing

Compliance

The jobholder is required to complete regular anti money-laundering training sessions (howsoever delivered), as required by Bank Policy and in accordance with the GFSC CFC/TF Handbook (as may be amended from time to time).

The jobholder is required to comply with all anti money-laundering legislation in accordance with Bank Policy and in particular, the Commission Rules contained within the GFSC Handbook