Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Accounts Receivable Manager</th>
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<tbody>
<tr>
<td>Function</td>
<td>Finance</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Finance Manager</td>
</tr>
<tr>
<td>Direct Reports</td>
<td>Accounts Receivable Assistant x 3</td>
</tr>
<tr>
<td>Working Hours</td>
<td>Standard 35 hours per week</td>
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<tr>
<td></td>
<td>Normally working Mon – Fri 9am to 5pm with additional hours as required</td>
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**Job Purpose**

To lead, manage and motivate the Accounts Receivable team and be responsible for the daily Accounts Receivable operations for the Finance department.

**Context of the Role**

Reporting to the Finance Manager and managing three Accounts Receivable Assistants, this role will play an important part in PPL’s Money In function.

They will have overall responsibility for the management and achievement of objectives of three members of staff within the Finance department, working autonomously whilst ensuring the Finance Manager is regularly appraised of key issues and achievements across their area.

They will need to work closely with the rest of Finance in order to ensure consistency and best practice is developed and maintained across the function, proactively driving the ongoing improvement of business practices and performance across Finance.

They will work co-operatively and positively with all internal departments, providing excellent service and support and advice where applicable. They will work particularly closely with the licensing department team managers and Business System manager within IT.

External contact will mainly be with PPL’s bankers and PPL’s provider of cheque scanning system for ad hoc queries and service level reviews.
Key Accountabilities

- Responsible for the effective and efficient workflow and performance of the Accounts Receivable team, against defined goals and objectives, in order to ensure an excellent service is delivered to the business.

- To provide leadership and direction to the team to ensure the delivery of high performance, acting as an enthusiastic, positive and motivated role model and coach.

- To take full responsibility for the performance management of the team in order to ensure that quality and deadlines are achieved and maintained and that any issues are managed in line with Company Policies and Procedures.

- To be responsible for continuous improvement of team processes in order to achieve an effective and efficient way of working.

- To proactively manage personal development, in order to increase performance levels and provide opportunities for career development.

- To provide a high-level of Accounts Receivable service to the licensing function, ensuring revenues are applied and reconciled accurately and efficiently.

- Responsible for the relationship with licensing departments – managing the Service Level Agreements, including ongoing reviews with the departments to ensure the processes are running as efficiently as possible.

- Responsible for ensuring daily banking and monthly reconciliations of customer receipts accounts is completed.

- Responsible for the team’s Balance Sheet reconciliations – ensuring accurate and timely monthly completion and swift resolution of outstanding items.

- Liaise with IT department with regards to systems issues and improvements, adding input to “Request for Change” documents and carrying out full testing of system changes prior to implementation.

- Ad hoc analysis, project work and production of KPIs in relation to Accounts Receivable operations.

- To assist Management Accountant with monthly review of licensing revenue received versus original budget/forecast.

- Assisting team members with workload during periods of high volume or absence due to holidays or sickness.

The above outlines the key accountabilities of the role and the company reserves the right to vary these to suit the requirements of the business.
Person Specification

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Education and Qualification

A Levels or similar.

Work Experience

A background of working in a finance department is essential, preferably in an Accounts Receivable role, and with prior experience of managing staff.

Technical Skills

A high level of computer literacy. Needs to be a proficient user within financial systems - previous use of Oracle desirable. Must be competent in the Microsoft Office Suite – Excel, Word, and Outlook.

A good understanding of financial concepts and reconciliations, Advanced Excel and good written and verbal communication skills will be a requirement for the role.

Competencies

- People Management
- Leadership and motivation
- Customer Service
- Communication and influencing skills
- Good analytical skills
- Drive for results
- Planning and organising
- Ability to learn and adapt
- Ability to work under pressure

Approach to Work

- Self motivated/uses initiative
- Proactive
- Positive and enthusiastic
- Supportive and consultative management style
- Acts as a role model to others
- Approachable
- Professional and reliable
- Flexible
- Objective
- Good sense of humour