



	<b>Outline Post Description</b>
<b>Job title</b>	Europe Cashier
<b>Effective date</b>	April 2024

**Principal purpose of the role:**

- Compile the Europe cash forecast and provide accompanying reporting and analysis to support strong cash management.
- Process payments for Europe, ensuring appropriate approval authority, accuracy, timeliness and audit trail.
- Account for all banking cash inflows and outflows in Oracle in a timely manner.
- Maintain strong controls around all Europe bank accounts.

**Main accountabilities:**

1	Prepare and review the weekly cash forecast position with the European Finance team and Group Treasury Team.
2	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 reconciliations are completed on time with any issues resolved promptly.
4	Complete the monthly balance sheet reconciliation process promptly.
5	Co-ordinate the Trade Finance portal transactions ensuring necessary approvals and pre-funding of the accounts.
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