



ALLPAY LIMITED

CLIENT FUNDS MANAGER JOB DESCRIPTION

Owner	HR Manager	Date Created	28/01/2010 14:48:00
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1. JOB IDENTIFICATION

Job Title: Client Funds Manager

Reporting to: Finance Director

Department(s): Finance

2. JOB PURPOSE

To ensure all client funds are reconciled daily, ensuring sufficient funds are held to satisfy operational requirements and all associated reporting, internally and externally.

Resolution of reconciling differences in a timely manner.

3. KEY REQUIREMENTS

Responsible for the effective management of client monies held across all bank accounts, ensuring sufficient funds are held to satisfy allpay's operational obligations and remain safeguarded through the segregated client money trust accounts, in accordance with the relevant regulatory requirements.

Accountable for all client money reconciliations, ensuring the integrity of the data is maintained and reconciliation tasks are completed daily by the Client FundsTeam.

Where reconciling differences are identified, these are investigated and managed through to resolution within agreed SLAs, where necessary escalation/liaison with Product and IT teams to prevent recurrence of same root causes.

Continually review, enhance and implement reconciliation activities for all payment channels, for the effective management and control of client trust funds.

To act as the primary approver for all associated payments/transfers, exceptions and rejections ensuring time critical positions are met, to satisfy allpay's financial settlement obligations.



Accountable for reporting, both internally and externally ensuring accuracy of data provided:

- Reporting daily balances & reconciling difference internally within Finance;
- Monthly reporting of balances, variances and narrative to EMD and Board;
- Quarterly/Monthly MasterCard reporting – submission of transactional data to sponsor bank and MasterCard (QMR & SAFE);
- Transactional data used within onward regulatory reporting.

Accountable for the adherence to cash management policy and procedure for area of responsibility.

Build and manage relationships with key suppliers within the reconciliation cycle to ensure reporting requirements for all reconciliations are met.

To adopt a Finance Business partner approach on all financial matters impacting the operation of client's accounts. To provide technical input and support to Project, Compliance, Tender and Product teams as required.

Be the Finance expert on regulatory and payment scheme matters impacting the financial control of funds and subsequent reconciliation activities ensuring adherence, including but not limited to FCA regulation, MasterCard and dispute management.

Setting policies and procedures that adhere to regulation, best practice, instilling financial discipline, controls and safeguarding of client monies.

Support incident management, where necessary liaising and working with third parties to resolve.

Responsible for trust cash forecasting to enable investment decisions to be made.

Responsible for treasury management, to include making recommendations for placements and monthly reconciliation of interest received. Adherence to the allpay investment policy.

Management and development of team to include coaching, mentoring and delegation where relevant. Responsible for performance management of team.

Proven experience in a similar role, preferably qualified accountant (CIMA, ACCA, ACA or equivalent) with post qualification experience.

Evidence of working to deadlines and challenging environments.

Excellent written and verbal communication skills. Able to communicate with both financial and non-financial stakeholders.

Proven problem solving, analytical ability and logical approach.

Accuracy and attention to detail.

Positive and proactive approach to change and actively looking to improve process and procedures.



Ability to lead, manage, delegate, motivate, monitor and control team activity.

Prioritisation skills to manage time and workload of themselves and the team.

Up to date with regulation and best practices relevant to the role.

“The post-holder will be required to undertake such tasks as may be reasonably expected within the scope and grading of the post”.

4. ADDITIONAL KEY DUTIES (if any)

8. JOB DESCRIPTION AGREEMENT

We confirm that this conveys a full and accurate description of the job as at

Job Holder’s Signature:

Date:

Manager of Department Signature:

Date:

Director of Department Signature:

Date: