



Introduction

Thank you for your interest in GIB.

We hope that this information will be useful to you as you learn more about our organisation, and we look forward to discussing with you.

Our organisation

We are stewards of over AUM \$9 billion on behalf of institutional clients in the GCC region. Our investment capabilities include: active equities, emerging markets, equity indexation, emerging markets credit and fixed income indexation. We also provide Treasury services to a set of globally renowned institutional clients. Our treasury services mainly focus on deposits and foreign exchange, all whilst ensuring sustainability considerations are met.

Our vision is to scale and mobilise capital in support of sustainable development.

We believe that the greatest profits will accrue to those companies that can solve our greatest challenges. We integrate a range of social, environmental and governance factors deep into our investment processes, and work hard to engage with companies to drive meaningful change.

We are a proud signatory to the Principles for Responsible Investment and Principles for Responsible Banking.

To find out more: www.gibam.com

Our behaviours

Integrity <ul style="list-style-type: none">•We have strong moral principles and strive to meet every commitment we make to our clients	Collaborative <ul style="list-style-type: none">•We work as a team, and help drive our collective	Perceptive <ul style="list-style-type: none">•We are insightful, have a clear vision and work attentively towards achieving it in an open minded way	Agile <ul style="list-style-type: none">•We are lean, nimble and adaptive
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Diversity and inclusion

We are an inclusive employer and value diversity of all sorts, something which our CEO Katherine Garrett-Cox is fully committed to.

We believe in the importance of a healthy work-life balance and work hard to offer everyone flexibility.



Role specific information

Title	Payments and Expenses Analyst
Department	Financial Control
Report to	Head of Financial Planning and Analysis
Location	London / Hybrid

The primary purpose of this role

To perform the day-to-day processes involved in Accounts Payable processing.

Key responsibilities

- Responsible for the accounts payable function, collating, recording, coding and input of invoices into the banks accounts payable system (Oracle).
- Ensuring compliance with agreed procurement procedures, particularly in respect of approval and authorisation.
- Executing payment run and processing payments via swift.
- Payment and processing of staff petty cash expense claims.
- Processing of foreign currency request, obtaining currency when necessary.
- Monitoring of supplier statements and follow up of outstanding invoices when necessary, liaising with external suppliers.
- Maintenance of records in an orderly and easily referenced manner.
- Maintenance of vendor static details.
- Handle enquires from other departments and provide required information to vendors.
- Produce monthly expense analysis, costs versus budget.
- Produce monthly interbranch recharge invoices.
- Review open nostro items for direct debit clearance.
- Assist in yearend budgeting work.
- Assist in other departmental work as / when required.
- To be familiar with the Departments Operational Risk and Control functions.

Skills, knowledge and experience

- Previous operational experience in an Accounts Payable function.
- Basic level accounting experience.
- Proficient using Excel and Word.
- Ideally experienced using Oracle and Swift for payments and Flexcube for journal input.

NB / This role could be performed remotely in the event that the ideal candidate is unable to travel into the office for disability reasons. Other adjustments can be made to support disabilities and neuro-divergences.