**phs Group**

**Job Description**

**OVERVIEW:**

## Job Title: Rebates Administrator

**Department:** Finance

**Reports To:**  Group Head of Pricing

**SUMMARY/PRIME OBJECTIVES**

To plan, calculate and organise customer rebates as per the rebate procedures, in a timely manner, and with integrity and accuracy, in line with specific customer SLA’s. To assist in managing the payment of rebates through invoices and credits.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* To calculate customer rebates for Washroom, Treadsmart, Healthcare, phs Greenleaf, phs Direct, and phs Interclean on a monthly, quarterly, bi-annual, or annual basis, and to inform the key contact for that rebate of the amount due as per any contractual agreements.
* Work with and support the Group Financial Controller and the Group Head of Pricing to review rebate calculations in order to minimise incorrect rebate payments, ensure accruals are correct, and that active rebates are being properly reported.
* To log required remittance in order to generate rebate backing data prior to calculation and liaise with relevant contacts within Invoice Releasing and Credit Management to ensure calculation backing data is correctly capturing all necessary information due to customer requirements impacting system-held remittance/invoice data.
* To check and pass rebate invoices for payment, attaching relevant paperwork and documentation to support payment. Staying on top of authorisations and supporting the Group Head of Pricing and the Group Financial Controller with any queries regarding the rebate invoices that impact their authorisation of payment.
* Liaising with Purchase Ledger, as and when required, in order to ensure invoices on the ledger are correct and that they have the relevant information needed to manage paying correctly.
* To collaborate with Finance and Pricing on the impact of rebate amendments, pricing amendments, or new rebates being agreed, and to complete ad hoc calculations or recalculations of past rebates as required.
* To create, maintain and update relevant documentation based on new rebates, changes to procedures and maintain/update the working spreadsheet in order to keep track of next due rebate.
* To update the rebate spreadsheet for Finance in order for them to accrue accurate rebate costs throughout the year.
* Support the Legal team with rebate queries relating to new contracts being negotiated as and when required.
* To set up any new rebate calculations when agreed for new customers, working with Finance to pass relevant documentation for a new rebate number to be set up.
* To be aware of expiry dates of existing rebate agreements and ensure that they cease or check if they have been renegotiated.
* To complete and submit customer templates relating to rebate calculations where required.
* To raise credit notes for rebate payments as per customer requirements and following the correct authorisation process.
* To be the main point of contact for rebates across Hygiene, phs Greenleaf, phs Direct, and phs Interclean for both internal and external stakeholders, and work within set time scales as agreed by the customer.
* Manage the rebates inbox, keeping on top of queries, amendment requests, and new contracts, and effectively manage shifting priorities and tasks.
* To provide Account Managers with the information they need to support the customer with their rebate where necessary, working collaboratively to set up new rebates where required, and resolve customer queries relating to their rebates.
* Any other ad-hoc tasks

**KNOWLEDGE/SKILLS/ATTRIBUTES**

Microsoft Office applications –Outlook and Excel

Knowledge of using Wildebeest.

Communication, prioritisation, accuracy, organisation, self-starter, ability to meet short deadlines. Customer orientated approach.