Purchase to Pay Manager (P2P)

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The Company

Caledonian Sleeper is the collective name for overnight sleeper train services between London and Scotland. A sleeper service has been in operation since 1873 and there have been many changes over the years with different organisations running the service.

In June 2023, the service was taken into public ownership and is now being run by Caledonian Sleeper Limited a subsidiary of Scottish Rail Holdings, an arm's length company owned and controlled by the Scottish Government. This new arrangement replaces the previous Caledonian Sleeper franchise, operated by Serco Caledonian Sleepers Limited.

The Caledonian Sleeper is subsidised by the Scottish Government and generates significant value to the Scottish economy via increased tourism. The organisation employs around 270 people, three quarter of whom are front-line staff, and that number is due in increase further next year. There are many reasons to travel on the Caledonian Sleeper, a few of which are listed below:

- The Caledonian Sleeper is the longest passenger train in the UK - over ¼ mile long!
- Snooze your way to your destination and save money on a hotel night
- Time-saving, you travel overnight so can pack more into your day
- Land in the heart of the city; no long airport queues or expensive city transfers
- Environmentally friendly way to travel, generating almost 7 times less carbon emissions than the average UK domestic flight and compares favourably to UK national rail services
- No long waits for luggage and no extra fees
- Club Car & Passenger Lounge access for Club Room & Caledonian Double Room guests
- Club Car experience for breakfast, dinner or a whisky en route
- 20% discount for onward travel with ScotRail

The Role

Job Title:	Purchase to Pay Manager (P2P)
Reports to:	Head of Finance
Location:	Glasgow City Centre with some UK Travel – 2 days/week in office

The P2P Manager for Caledonian Sleeper LTD (CSL) is a brand-new exciting opportunity to manage the execution and performance of the full P2P process. This will require the management and a close working relationship with members of the P2P team, as well as the creation and monitoring of key performance indicators (KPIs) and reporting. Initially, a key part of the role will be to work with the Business Transition programme team and be responsible for the transition of the P2P function from their current provider.

This role will support the Head of Finance and the broader business at Caledonian Sleeper. This is an exciting time to become part of the Finance team as they shape the new Finance operating model, systems, and practices.

The P2P Manager should have experience in managing and optimising P2P processes, systems, and teams with a good understanding of the P2P life cycle, from ordering, purchasing, receiving, paying for and accounting for goods and services. You will also need to have strong analytical, communication, leadership, and problem-solving skills as well as good attention to detail.

Once fully established, the purpose of the role will be to manage the day-to-day operations of the P2P function, growing the team and driving efficiency within the P2P team.

Preferred Candidate Background

A summary of the key candidate requirements is as follows:

Essential

- **Accounting and finance knowledge:** solid understanding of accounting principles, financial regulations, and compliance. Prepare and analyse financial reports, manage payables and payments, and ensure accuracy and completeness of P2P transactions

- **Leadership and communication skills**: Lead and motivate the P2P team, provide coaching, feedback, and training, and resolve any issues or conflicts. Communicate effectively with internal and external stakeholders, such as suppliers, customers, auditors, and other finance functions

- **Process improvement and system skills:** Drive continuous improvement initiatives across the P2P function, identifying and implementing best practices, process enhancements, and system solutions. Proficient in using P2P software and tools and able to monitor and report on the performance of the P2P function using KPIs, dashboards, and benchmarks

Preferred

- Knowledge of Order to Cash (OTC) and Record to Report (R2R) will be advantageous

- Working knowledge of Dynamics 365 will be advantageous

- Previous experience in the P2P aspects of IT system implementations or changes would be useful

- Experience in managing a team and demonstrable experience in driving positive change is advantageous

Remuneration & Recruitment Process

An attractive base salary and wider financial package is available to the successful individual, as detailed below. For more information on remuneration, please contact Nadia Stahl at Rutherford Cross.

- Highly competitive basic salary
- Railways pension – defined benefits scheme
- Life Cover
- 25 days annual leave plus public holidays
- Free travel on the Caledonian Sleeper for you, partner and dependents
- Free rail travel on ScotRail for you, partner and dependents
- Medical Cash Plan
- Employee Discount Portal - shopping discounts, holidays, cinema and gym
- Employee Assistance Programme

The Recruitment Process

Nadia Stahl, CFO Services
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E: nadiastahl@rutherfordcross.com

- To find out more about the role, please contact Caledonian Sleeper's advisor, Nadia Stahl at Rutherford Cross by emailing nadiastahl@rutherfordcross.com
- Selected professionals will then be invited to interview with selected stakeholders
- All third-party applications, enquiries and direct approaches to Caledonian Sleeper will be referred to Rutherford Cross