



<b>Job Title</b>	Head of Partnerships & Key Accounts (UK)
<b>Job Reference</b>	CP-HPKA-24
<b>Date:</b>	May 2024

## 1 Job Purpose

- 1.1 To drive business growth through selling the company's products and services to UK channel partners and targeted key accounts across a range of vertical market segments.

## 2 Principal Accountabilities

- 2.1 Identify new channel partners and key account customers, in the UK, establish relationships with the same and market, present and sell the company's products and services in line with agreed sales targets.
- 2.2 Assist in developing appropriate sales and marketing plans to achieve the agreed channel partner and key account sales targets.
- 2.3 Liaise with the various internal departments, suppliers and acquiring banks to formulate accurate and professional proposals in response to tender invitations in a timely manner.
- 2.4 Complete appropriate partner and client application forms and collect required due diligence documents in line with the company's policies and procedures.
- 2.5 Assist with the Partner and Merchant on-boarding process to ensure business is delivered in a timely manner.
- 2.6 Maintain up to date business product knowledge and knowledge of technological advancements within the payment gateway, point of sale, acquiring industry and Payment Card Industry Data Security Standards (PCI DSS) in order to propose appropriate solutions in line with industry developments and innovations.
- 2.7 Provide technical pre-sales support to Partners, their customers and key account prospects and assist in the demonstration of CityPay's Payment Gateway capabilities to maximise sales.
- 2.8 Present CityPay's business proposition at appropriate industry, Partner and client events
- 2.9 Expedite the resolution of any Partner and Merchant problems and complaints to maximize satisfaction.
- 2.10 Provide appropriate sales reports and achieve sales targets and outcomes as agreed.
- 2.11 Supply management with appropriate reports on Partner and customer needs, competitor activities, and suggestions for potential new products and services that will help develop further business.
- 2.12 Assist with developing appropriate sales and marketing collateral and online campaigns to achieve appropriate agreed results.

## 3 Knowledge, Skills and Qualifications

- 3.1 To have experience and a successful track record selling payment gateway solutions to channel partners and key account customers
- 3.2 To be self-motivated, able to work under their own initiative and be both committed and enthusiastic.
- 3.3 To have a sound knowledge of payment processing technologies.
- 3.4 To have good listening, negotiation, presentation and consultative selling skills.

## 4 Further Relevant Information

The post holder must:

- 4.1 Work in accordance with applicable Laws.
- 4.2 Conform to company standards, policies and procedures.
- 4.3 Be contracted to work a minimum of 37.5 hours between Monday to Friday
- 4.4 Attend courses, seminars and exhibitions as and when required and on a reasonable availability basis, in order to fulfil the requirements of the post.
- 4.5 Perform any other associated duties as may be required by the Directors.

## **5 Remuneration**

- 5.1 A competitive basic salary and commission package will be offered to the right candidate.

## **6 To Apply**

Please email your CV to [vacancies@citypay.com](mailto:vacancies@citypay.com)