



<b>Job Title</b>	<b>Finance Analyst, Africa, Middle East and ISC</b>
<b>Level</b>	4B
<b>Location</b>	Richmond
<b>Business Unit</b>	BBU Commercial Finance
<b>Leader</b>	Commercial Finance Controller
<b>People Leadership</b>	n/a
<b>Any Other Key Relationships:</b>	Commercial Finance team, Group Accounting team, ADs & GMs / Country Managers, Cost Centre Owners

### Role Purpose

To support the financial management, reporting, planning and analysis of specific commercial regional performance. To embed the William Grants Way into the Region and consolidated ways of working.

To ensure data integrity in core systems and all team outputs and that accurate and timely information is available when required to support business decisions.

To meet reporting and planning deadlines and manage processes as detailed within the Finance Calendar.

### Responsibilities

- Responsible for the monthly management accounting for the region and providing support for the region and Finance Team – A&P, Customer Discount, Overhead, and others, accruals, provisions and releases as required. Liaise with markets, distributors, commercial owners and in-market accountants as required, to ensure accuracy and timeliness of information flows.
- Support the planning, co-ordination and delivery of the processes as detailed within the Finance Calendar to ensure the integrity of the data and report 'one version of the truth' while adhering to timescales.
- Be a Business Partner to the Commercial Regional team, specifically for the region. Instigate monthly business area reviews with the teams. Use functional expertise to challenge the numbers, generate insights, and consolidate Risks & Ops to Budget / LE.
- Responsible for ensuring the integrity of data in Hyperion, IFS & Qlikview, and the data integrity of all outputs of the team. Includes all base data in Hyperion, IFS & Qlikview, SKU costs being charged to markets, Transfer Prices, all data in reports produced by the wider team. Ensure systems and process excellence is delivered every time.
- Assist with implementing and embedding the William Grants Way to help incorporate the new Regional structures and ensure that ODC reporting requirements are included in key BBU reporting.
- Provide finance support, ad hoc analysis and meet project requirements to the regional team as required, with a focus on supporting delivery of the Leadership Agenda.
- Review finance and business processes on an ongoing basis. Identify opportunities for continuous improvement, and propose / implement these with input / authorisation from the Commercial Finance Controller and Head of FP&R as appropriate.
- Support the Commercial Finance Controller and Commercial Finance Manager and deputise periodically as required.
- Responsible for specific additional areas such as analysis and monitoring of regional overheads including T&E spend, International Agreements, APCDMI spend and Month End Commentaries.



## Role specific competencies and skillset:

<p><b>Writing and Reporting</b></p> <ul style="list-style-type: none"> <li>Writes clearly, succinctly and correctly</li> <li>Writes convincingly in an engaging and expressive manner</li> <li>Avoids the unnecessary use of jargon or complicated language</li> <li>Writes in a well-structured and logical way</li> <li>Structures information to meet the needs and understanding of the intended audience</li> </ul>	<p><b>Analysing</b></p> <ul style="list-style-type: none"> <li>Analyses numerical data, verbal data and all other sources of information</li> <li>Breaks information into component parts, patterns and relationships</li> <li>Probes for further information or greater understanding of a problem</li> <li>Makes rational judgments' from the available information and analysis</li> <li>Produces workable solutions to a range of problems</li> <li>Demonstrates an understanding of how one issue may be a part of a much larger system</li> </ul>
<p><b>Planning and Organizing</b></p> <ul style="list-style-type: none"> <li>Sets clearly defined objectives</li> <li>Plans activities and projects well in advance and takes account of possible changing circumstances</li> <li>Manages time effectively</li> <li>Identifies and organizes resources needed to accomplish tasks</li> <li>Monitors performance against deadlines and milestones</li> </ul>	<p><b>Delivering Results &amp; Meeting Customer Expectations</b></p> <ul style="list-style-type: none"> <li>Focuses on customer needs and satisfaction</li> <li>Sets high standards for quality and quantity</li> <li>Monitors and maintains quality and productivity</li> <li>Works in a systematic, methodical and orderly way</li> <li>Consistently achieves project goals.</li> </ul>
<p><b>Applying Expertise &amp; Technology</b></p> <ul style="list-style-type: none"> <li>Applies specialist and detailed technical expertise</li> <li>Develops job knowledge and expertise through continual professional development</li> <li>Shares expertise and knowledge with others</li> <li>Uses technology to achieve work objectives</li> <li>Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity</li> <li>Demonstrates an understanding of different organisational departments and functions</li> </ul>	<p><b>Achieving Personal Work Goals and Objectives</b></p> <ul style="list-style-type: none"> <li>Accepts and tackles demanding goals with enthusiasm</li> <li>Works hard and puts in longer hours when it is necessary</li> <li>Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities</li> <li>Seeks progression to roles of increased responsibility and influence</li> </ul>

## Company values



**BE PROUD**  
We are proud of our brands, our heritage, and our commitment to superior quality in our products



**BE RESPONSIBLE**  
We expect every individual and their teams to be accountable and to perform to their full potential



**BE SUSTAINABLE**  
We wish to make a positive contribution to our communities and to our environment



**BE PROFESSIONAL**  
We value integrity, transparency, professionalism and constructive debate within a team working culture



**BE ENTREPRENEURIAL**  
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



**THINK LONG TERM**  
We are proud of our brands, our heritage, and our commitment to superior quality in our products



### Skills, Qualifications and Experience:

- Qualified to degree level with finance professional qualification/active studier (ACCA, CIMA, ACA), or equivalent
- Relevant work experience in a commercial environment
- Working knowledge of Financial Systems: experience of ERP and PC applications in order to deliver effective management reporting and analysis
- Advanced Excel and modelling skills
- Strong financial control and compliance ethic
- Keen eye for detail, data accuracy and integrity
- Excellent interpersonal and communication skills at all levels of the organisation
- Ability to meet deadlines and adopt a challenging approach to deliver robust, accurate financial data and information to meet business needs
- Ability to effectively organise and plan ahead, ensuring the wider team is aligned to processes and timelines
- Motivated, proactive self-starter who can work on their own initiative
- Confident in ability to challenge and be challenged on financial and management reporting, and data integrity

Created by:	
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