



Job Title	Finance Executive
Level	5
Location	Richmond
Business Unit	Finance - Eastern Europe
Leader	Finance Analyst
People Leadership	No direct reports
Any Other Key Relationships:	Group Finance (especially Account Payable team), Eastern Europe Commercial & Marketing teams, Global Marketing Finance team, Global Brand Teams

Role Purpose

To support the Eastern Europe Finance team to provide management reporting and maintain processes and controls on all key transactions. To ensure data integrity in core reporting tools and team outputs. To provide accurate and timely information when required to meet Group Finance needs and timescales.

Responsibilities

- Enter and manage Purchase Orders for the Eastern Europe team, ensuring that these are input to the system and authorised in advance of the spend being committed.
- Champion the purchase order process and provide ad hoc support to the Commercial teams on purchase order queries.
- Manage the Advertising Promotion & Customer Discounts (APCD) spend validation process for the Eastern Europe region.
- Responsible for running the Goods Received Not Invoiced monthly report and monitoring aged items on the report.
- Collate and consolidate depletions data from markets, for subsequent submission to Group Finance.
- Monthly reporting commitments.
- Be the Reporting system expert providing ongoing training and support for Commercial team members.
- Support the Finance Analysts during monthly reporting periods and provide ongoing support to the Richmond based Commercial Finance team.
- Support Finance Analyst on short and long term planning processes as required.
- Support the WG&S Polska Commercial and Marketing teams with Travel & Expenses spend management and reporting.
- Support the audit and review of expense submissions relating to WG&S Polska
- Support the Eastern Europe commercial team with the management and updating of customer price lists with particular focus on Russia and CIS markets



Role specific competencies and skillset:

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively
- Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses

Analysing

- Analyses numerical data, verbal data and all other sources of information
- Breaks information into component parts, patterns and relationships
- Probes for further information or greater understanding of a problem
- Makes rational judgements from the available information and analysis
- Produces workable solutions to a range of problems
- Demonstrates an understanding of how one issue may be a part of a much larger system

Planning and Organising

- Sets clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Identifies and organises resources needed to accomplish tasks
- Manages time effectively
- Monitors performance against deadlines and milestones

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Applying Expertise & Technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
- Demonstrates an understanding of different organisational departments and functions

Following Instructions and Procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules
- Arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role

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:

Essential:

- Relevant work experience in a commercial environment
- Advanced Excel skills
- Working knowledge of Financial Systems
- Some financial analysis experience
- Good communication skills
- Keen eye for data accuracy and integrity
- Attention to detail and tenacious in approach to ensure effective collection of data and adherence to controls and procedures
- Engaging team player
- Fast learning individual able to pick up concepts quickly
- Organised, able to work independently and at pace
- Dynamic, confident personality to challenge the Commercial and Marketing teams as appropriate
- Polish Language skills – written and verbal

Desirable:

- Educated to degree level or equivalent in a business or finance related subject
- Looking to gain Finance qualification
- Internal control experience
- Financial accounting and reporting experience
- Cost accounting experience
- Commercial Finance experience

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