



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Finance Executive - Global marketing
Internal Reference	
Business Unit / Group Function	Central Services, BBU
BU Team / Sub-Function	Finance
Location	Richmond
Team Leader Role	Finance Controller, Global marketing
Role Level	5
Team Members	No
Role Purpose To support the Global Marketing finance team in the provision of management reporting and maintenance of processes and controls around key transactions. Ensure data integrity in core reporting tools and team outputs. Provide accurate and timely information as required to meet Group Finance needs and timescales.	
Accountabilities <ul style="list-style-type: none">• Support the Global marketing teams with any IFS, suppliers and Purchase Orders queries, including providing training for new starters joining the Global marketing team.• Support the Finance Controller during monthly reporting periods to meet the monthly reporting commitments and provide ongoing support to the Global marketing finance team, across Richmond & Dublin.• Posting of month-end journals and review of postings each month for accuracy and completeness.• Responsible for running the integrity checks and liaising with the Finance Analysts if any posting corrections are needed• Responsible for running the Goods Received Not Invoiced monthly report and monitoring aged items on the report for Global marketing teams.• Run monthly reporting to issue to Global marketing teams or BBU FP&A team (ex : Global marketing investments, Overheads, etc.).• Responsible for the recharge process of any global spend occurred on behalf of markets, ensuring local teams are recharged appropriately and in a timely manner• Support the Finance Controller on short and long term planning processes as required (data entry / integrity checks, variance analysis, presentation support, etc.)• Provide ad hoc support to the Global marketing teams.	