



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Record to Report Workstream Manager
Business Unit / Group Function	Finance
BU Team / Sub-Function	Group Financial Control
Location	Arete
Team Leader	Record to Report Workstream Lead
Team Members	No
Job Level	4A
Role Purpose Provide direct support to the Record to Report Workstream Lead to enable the design and execution of Record to Report initiatives in support of Finance programmes, including our Finance Transformation programme and IFS Cloud. The role is responsible for coordinating delivery across the end-to-end Record to Report scope, including period-end close, journal governance, intercompany, fixed assets, balance sheet reconciliations, consolidation, financial controls, and statutory and management reporting, to drive standardisation, control, efficiency and high-quality financial insight.	
Accountabilities • Support the design and implementation of the target operating model for Record to Report, ensuring clear process ownership, standardised ways of working and effective stakeholder engagement across the full R2R scope. • Coordinate improvements to the period-end close process, including close calendars, dependencies, hand-offs, governance and escalation routes, to support a more efficient, disciplined and predictable close. • Support the design of robust journal governance, including journal categories, approval requirements, supporting evidence standards and controls to improve consistency, auditability and compliance. • Coordinate the standardisation of balance sheet reconciliation processes, including ownership, frequency, review requirements, aging visibility and issue resolution, to strengthen control and reduce risk. • Support process design and improvement across key R2R areas including intercompany, fixed assets, accruals and prepayments, consolidation and financial reporting, ensuring end-to-end impacts are understood and documented. • Support the development of standardised statutory and management reporting processes, including requirements capture, data needs, ownership and timetable coordination, to improve quality, transparency and timeliness of reporting outputs. • Partner with controls, policy and finance stakeholders to ensure the target R2R design reflects an appropriate financial control environment, including compliance requirements, segregation of duties and audit considerations.	



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- Support the Workstream Lead's SME responsibilities for the IFS rollout programme by translating Record to Report process requirements into system, data and reporting needs and ensuring agreed designs are reflected in delivery decisions.
- Identify and manage dependencies with adjacent processes and enabling capabilities, including master data, source systems, tax, treasury and business unit finance teams, to ensure R2R process changes are practical and sustainable.
- Use Activity Analysis and other diagnostic inputs to baseline Record to Report effort, identify improvement opportunities and support prioritisation of automation, simplification and control enhancements.
- Develop and track Record to Report KPIs covering close performance, reconciliation completion, journal quality, reporting timeliness and control adherence, supporting performance management and continuous improvement.
- Coordinate change management, communications and stakeholder readiness activities for Record to Report initiatives, building engagement and supporting adoption of new processes, controls and reporting expectations across Finance.

Skills / Experience / Capabilities

- Strong experience in Record to Report processes, with a sound understanding of period-end close, journals, reconciliations, intercompany, fixed assets, consolidation and financial reporting.
- Demonstrated ability to support finance transformation, process redesign or continuous improvement initiatives, ideally within a complex multi-entity or shared services environment.
- Good understanding of financial controls, governance and compliance requirements, with the ability to apply control principles within process design and improvement activity.
- Experience working with ERP-enabled change, including translating business requirements into process, data, reporting and system design inputs.
- Strong analytical and problem-solving capability, with experience using data, diagnostics or activity analysis to identify issues, quantify opportunities and support decision-making.
- Effective stakeholder management and communication skills, with the ability to work across finance, programme and operational teams to build alignment and support delivery.
- Well organised and delivery-focused, with the ability to coordinate multiple priorities, manage dependencies and maintain momentum in a fast-moving programme environment.

Created by:	Martin Purkess
Creation Date:	27 May 2026
HRBP:	Kirsty Morris
Date of last revision:	27 May 2026