

ROLE PROFILE TEMPLATE

Job Title	Finance Executive, Eastern Europe
Business Unit / Group Function	BBU Commercial Finance
BU Team / Sub-Function	Eastern Europe
Location	Richmond
Leader	Finance Manager, Eastern Europe
People Leadership	No direct reports
Job Level	5
Role Purpose - To support the Eastern Europe 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 - Enter and manage Purchase Orders (PO) for the EE team, ensuring that these are input to the system and authorised in advance of the spend being committed. - Oversee the regional PO practice ensuring prompt recording of commitments and provide a timely/accurate investment reporting of actual vs. plan. - Management of the Advertising, Promotion, Customer Discounts & Commercial Marketing Investments (APCDMI) control process, including validation of APCDMI spending including backup documentation review. - Responsible for running the Goods Received Not Invoiced monthly report and monitoring aged items on the report. - Ownership of the depletions process for the EE region. Collate and consolidate depletions data from markets, for subsequent submission to Group Finance. Monthly reporting of depletions performance and stocks/ days of stock to the EE Commercial and Marketing teams. - Support the Finance Manager during monthly reporting periods to meet the regional monthly reporting commitments and provide ongoing support to the Richmond based Commercial Finance team. - Support the Commercial Finance team in month-end related tasks, periodic and financial analysis when required to support business decisions - Be the Reporting system expert providing ongoing training and support for EE Commercial team members. - Support Finance Manager on short / long term planning processes as required (data entry / integrity checks, variance analysis, presentation support etc) - Manage and support Polish Legal Entity invoice consolidation and payments preparation in collaboration with third party accounting provider - Maintain EE & Polish team T&E monthly reporting and operations	
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