



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Lead Finance Analyst – Group Accounting & Controls
Internal Reference	
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Finance
Location	Arete
Team Leader Role	Group Financial Controls Leader
Role Level	4A
Team Members	Yes
Role Purpose Responsibility for ensuring that the WG&S finance function has a suitable designed and operational “1st line of defence” for its control environment. The role ensures that : i) we have effectively designed financial controls in place both within Central Finance but throughout all businesses, irrespective of which systems they operate on. ii) That those controls are owned iii) That the operation of those controls is performed to the required frequency eg monthly iv) That we have documented confirmation of the effective operation of those controls Own the Group finance risk register and ensure regular review and consideration of mitigating action plans Oversee all compliance and regulatory returns that Group Finance are accountable for ensuring responsibility is owned by appropriate teams within Group Finance	
Accountabilities • To be responsible for the design, compilation and ongoing ownership of a master list of all finance function controls • To design, a process for ongoing confirmation that the controls are both design effective and operationally effective • Develop and drive a strong global control framework with particular focus on key areas such as the profit reconciliation and balance sheet reconciliation processes, to ensure integrity, accuracy and completeness of information across the business by managing and communicating a consistent, global set of standards and processes adhered to by all. Ensure alignment to the principles of the William Grant’s Way. • As part of this work with Business Unit controllers and other members of the finance function to ensure that the control environment is consistently designed and applied across all business units, including overseas businesses and non IFS entities • Manage the co-ordination and completion of the Control Assessment and Risk Evaluation (CARE) across Group Finance including designing and tracking an action plan to close any control gaps identified	



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- Collaboration with Internal Audit teams assisting in design effectiveness and operating effectiveness testing
- Address control weaknesses identified by our external auditors and remediate appropriately
- Deliver the month end financial control processes (balance sheet reconciliations, profit reconciliations, capital reporting etc.) in respect of the Finance Calendar, to ensure that reporting is based on complete and accurate information.
- Demonstrate strong financial and business insight and focused analysis, with the objective of identifying and assessing risks and issues, trends, and opportunities for the business as the subject matter expert within accounting controls.
- Build effective relationships across the business units, including the management reporting team and wider group finance team to assist stakeholders in meeting the requirements of the finance calendar
- Support the deployment, updating and testing of all risk management/mitigation frameworks including risk registers and Business Continuity plans
- Oversee the annual compliance calendar and manage the gathering of information in response to regulatory requests, returns and compliances
- Provide monthly update to Group Finance leadership team providing overall of all compliance topics and to highlight any compliance issues within the finance function