



WILLIAM GRANT & SONS

Independent Family Distillers since 1887

Job Title	Finance Analyst (Financial Control)
Business Unit	WG&S UK - ODC
Function/Region	Finance
Location	Hook
Leader	Finance Manager
People Leadership	No Direct Reports
Job Level	5
Role Purpose To provide backfill for the Finance Analyst in the Financial Control Team to release that member of the team to work on the implementation of IFS10. To deliver reporting and analysis of key cost lines, ensuring accurate and timely information is available when required to meet stakeholder needs and to support business decision making. Maintaining strong controls over key processes, working closely as part of cross functional teams.	
Accountabilities <ul style="list-style-type: none">• Complete month-end tasks to standard and deadline• Balance sheet reconciliation for GRNI and Credit Note Provisions• Raise credit notes as they arise on customer accounts to assist AR with prompt cash collection• Ensure the instant invoice report is completed at month end and submit to Group• Performs regular data integrity checks on IFS activities – PAF characteristics, missing accruals etc.• Assists with delivery of high quality financial analysis and reporting on distribution costs & overheads.• Supports the Financial Accountant to ensure planned A&P spend is accurately accounted for, assisting with quarterly sample checking ensuring compliance with Internal Audit guidelines• Supporting the Financial Accountant with compilation and distribution of monthly compliance packs	
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Role specific competencies and skillset *(FOR INTERNAL USE ONLY):

<p>Delivering Results & Meeting Customer Expectations</p> <ul style="list-style-type: none"> • 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. 	<p>Analysing</p> <ul style="list-style-type: none"> • 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
<p>Working with People</p> <ul style="list-style-type: none"> • 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 	<p>Relating and Networking</p> <ul style="list-style-type: none"> • Establishes good relationships with customers and staff • Builds wide and effective networks of contacts inside and outside the organisation • Relates well to people at all levels • Manages conflict • Uses humour appropriately to enhance relationships with others
<p>Applying Expertise and Technology</p> <ul style="list-style-type: none"> • 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 	<p>Presenting and Communicating Information</p> <ul style="list-style-type: none"> • Speaks clearly and fluently • Expresses opinions, information and key points of an argument clearly • Makes presentations and undertakes public speaking with skill and confidence • Responds quickly to the needs of an audience and to their reactions and feedback • Projects credibility

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:

- Part qualified accountant, or qualified by experience
- IT literate (Excel essential)
- Proven financial analysis skills and the ability to interpret and explain numerical information
- Self-starter who can work on their own initiative
- Challenging and questioning nature
- Good planning and organisational skills
- Attention to detail