



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Head of Finance Shared Services</b>
<b>Internal Reference</b>	
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	Finance
<b>Location</b>	Arete
<b>Team Leader Role</b>	Group Financial Controller
<b>Role Level</b>	3A
<b>Team Members</b>	Yes
<b>Role Purpose</b>	
<p>To lead the Finance Shared Service centre for the Group delivering high quality, measurable, services to the Business Units</p> <p>To design and execute the delivery of the end state Finance Shared Service centre to provide a defined standardised set of services to all businesses within the WG&amp;S Group.</p>	
<b>Accountabilities</b>	
<ul style="list-style-type: none"><li>• Ensure that the Shared Services transactional processes (Accounts Payable, Accounts Receivable, Payroll and Global Financial Systems (GFS) ), are delivered efficiently with complete rigour, and on a timely basis following standardised processes and controls</li><li>• Manage credit risk, credit control and the operational collection of accounts receivables proactively with the business to ensure complete and on-time payment, execute all corresponding transactional accounting.</li><li>• Establish, report and continually seek to improve operational KPIs to demonstrate continual improvement of service provided, both in terms of effectiveness and efficiency</li><li>• Implement ticketing system across all teams to demonstrate query volumes received and resolved</li><li>• Design and deliver the continuous improvement of standardised processes for AP, AR and Payroll and create tools and templates that are aligned with the WGW and deliver minimum of 10% year on year efficiencies</li><li>• As 1st line of defence ensure controls are designed and operating effectively, demonstrated by appropriate (eg monthly) confirmation of controls adherence. Aim for all internal audits to be “Effective” with any internal audit points resolved in a timely manner, demonstrating the value of having standardised controlled processes.</li><li>• Work with external auditors to ensure all audit requirements are delivered in line with the statutory timetable</li><li>• Drive the move towards the end state vision for Finance shared services by designing the end state vision and delivering the execution of that vision and the move of activities in to the shares service centre.</li></ul>	



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- Expand GFS to cover responsibility for all finance systems maintenance.
- Actively co-ordinate and participate in major internal Group projects and ensure integration to 'business as usual' for innovation, business development and corporate structure changes, for example, Company and Brand acquisitions, and lead the relationships with external parties engaged to support with due diligence, PPA and FVA exercises