



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Job Title</b>	<b>Finance Executive, Latin America</b>
<b>Business Unit / Group Function</b>	BBU
<b>BU Team / Sub-Function</b>	Finance BBU
<b>Location</b>	Miami
<b>Team Leader</b>	Commercial Finance Manager LATAM
<b>Team Members</b>	No
<b>Job Level</b>	5
<b>Role Purpose</b> <ul style="list-style-type: none"><li>To increase the level of control, analysis, and consistent quality reporting of A&amp;P across the Region, by providing timely and accurate analysis, control and processing of all brand A&amp;P budgets assigned to third party Distributors.</li><li>To support an efficient Accounts Payable function for the Region (A&amp;P and Overheads) acting in close coordination with the Company's central Accounts Payable team and with the Service Suppliers.</li><li>To support the period-end closing process ensuring all needed transactional accounting is performed on time.</li></ul>	
<b>Accountabilities</b> <b><u>A&amp;P control</u></b> <ul style="list-style-type: none"><li>Guarantee the implementation of the A&amp;P control process, ensuring consistency between the investments actually executed and those defined/agreed as part of the brand planning process.</li><li>Oversee the regional PO practice ensuring prompt recording of commitments, and provide a timely/accurate investment reporting of actual vs. plan.</li><li>Provide ongoing analysis of A&amp;P commitments by brand/market/expense type. Calculate and post A&amp;P month-end accruals by brand/market in line with estimated levels of committed spend.</li><li>Establish a regular flow for A&amp;P claims to be issued and processed promptly and regularly by having visibility of the overall process, from its preparation by the Distributor to the final posting in the regional ledgers.</li><li>Support the Commercial team in the validation of Proof of Performance rendered as part of Distributors' A&amp;P claiming process.</li></ul> <b><u>Accounts Payable</u></b> <ul style="list-style-type: none"><li>Ensure all expense claims are properly documented and supported in compliance with WGS requirements before these are considered as valid claims to be booked and sent for payment.</li><li>Ensure all transactional accounting tasks related A&amp;P and Overheads tasks are performed correctly and on time.</li><li>Ensure ABC controls to support the supplier's creation process in IFS.</li><li>Liaise with Accounts Payable central team to follow up on payments to vendors are done within agreed timeframes.</li><li>Liaise with Credit Control central team to coordinate the processing of any A&amp;P contra agreed to be compensated against Distributors' accounts payable balance.</li></ul> <b><u>Management Accounts</u></b> <ul style="list-style-type: none"><li>Deliver the consolidation of the management accounts (month/period-end process) for the Region, ensuring accurate and timely information is available when required to support business decisions and meet reporting deadlines.</li><li>Ensure period-end A&amp;P and Overheads accruals are properly estimated and timely booked.</li><li>Ensure Balance Sheet reconciliations are prepared accurately and on time as per the Finance Calendar, and that needed ongoing review is performed by Supervisor levels.</li><li>Support the Regional Finance team in month-end related tasks, periodic and ad-hoc financial analysis when required to support business decisions.</li></ul>	