

## **ROLE PROFILE**

<b>Job Title</b>	<b>Finance Executive – Northern &amp; Southern Europe, UK&amp;I, France</b>
<b>Business Unit / Group Function</b>	BBU – Commercial Finance
<b>BU Team / Sub-Function</b>	Northern & Southern Europe, UK&I, France
<b>Location</b>	Richmond
<b>Team Leader</b>	Head of Finance - Northern & Southern Europe, UK&I, France
<b>Team Members</b>	No
<b>Job Level</b>	5
<b>Role Purpose</b>	
<ul style="list-style-type: none"> <li>• To support the Northern &amp; Southern Europe, UK&amp;I, France Finance team in the provision of management reporting and maintenance of processes and controls around key transactions.</li> <li>• Ensure data integrity in core reporting tools and team outputs. Provide accurate and timely information as required to meet Group Finance needs and timescales.</li> </ul>	
<b>Accountabilities</b>	
<ul style="list-style-type: none"> <li>• Enter and manage Purchase Orders for the NESE team, ensuring that these are input to the system and authorised in advance of the spend being committed and tracked accurately.</li> <li>• Champion the P2P process and provide ad hoc support to the Commercial teams on purchase order queries. Action all outstanding invoice related issues in a timely manner.</li> <li>• Manage the invoice payment process across all NESE POs, working with the Accounts Payable team to action any outstanding items and GRNI.</li> <li>• Management of the Advertising Promotion &amp; Customer Discounts (APCD) spend validation process for the SE&amp;I region and collation of spend evidence.</li> <li>• Management of the APCD Commitment File process with our third-party distributors.</li> <li>• Responsible for the management of WG&amp;S owned distribution company (ODC) recharges (APCD &amp; Overheads).</li> <li>• Responsible for running the Goods Received Not Invoiced monthly report and monitoring aged items on the report.</li> <li>• Ownership of the depletions process for the NESE region. Collate and consolidate depletions data from markets, for subsequent system submission. Support the monthly reporting of depletions performance and stocks/ days of stock to the NESE Commercial and Marketing teams.</li> <li>• Support the Finance Analyst during monthly reporting periods to meet the regional monthly reporting commitments and provide ongoing support to the NESE Commercial Finance team. This can include the creation of journal vouchers during the month end close.</li> <li>• Support Finance Analysts on short and long term planning processes as required (data entry / integrity checks, variance analysis, presentation support etc)</li> <li>• Support the team in running various excel based reports during month end and financial planning cycles.</li> <li>• Management of Customer Agreements – actioning part removals/expiration.</li> </ul>	
<b>Created by:</b>	Duncan Fraser
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