## ROLE PROFILE

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| **Job Title** | Lead Finance Analyst – Internal Markets  |
| **Business Unit / Group Function** | Group Finance  |
| **Location** | Arete  |
| **Team Leader** | Group Finance Project Lead |
| **Job Level** | 4A |
| **Role Purpose** To ensure that the Internal Markets model is operating effectively and as intended, is being adhered to in all relevant aspects, and the reporting accurately reflects the transactions that are expected to have taken place. |
| **Accountabilities*** Developing a detailed understanding of the workings of Internal Markets model, being a firm advocate of its principles and objectives, and being a focal point within the business for all its aspects (e.g., providing guidance/adjudication on any issues)
* Providing knowledge sharing and training to specific audiences on components of the model relevant to them, and ensuring there is an effective, enduring community of Internal Markets experts across the business
* Ensuring Internal Markets is a normal part - and yet core tenet - of the Finance Calendar, in that the Business Planning & Budgeting and Reporting cycles are set-up and operating in a manner to deliver to the requirements of the model
* Developing various testing cycles (both sample transactions and other, more macro-level testing) to obtain assurance that the Internal Markets model continues to operate effectively and as intended, and reporting accurately reflects the transactions that are expected to have taken place
* Undertaking a level of independent testing and oversight of the Business Unit’s own assurance testing/ ongoing process validations, working with local teams to evaluate whether this testing is effective
* Outwith any formal testing, ensuring that there are effective month-end checklists and other control mechanisms in existence across the business to validate the integrity of balances, postings, and reporting
* Ensuring that the Code Part set-up enables and facilitates Internal Markets, without being overly complex, and that any proposed changes (e.g., to accounts, sites, postings etc.) are fully considered in the context of the model
* Ensuring that any changes proposed by the IFS Governance Team (e.g., to set-up, future developments and roll-outs etc.) are fully aligned with Internal Markets principles
* Co-ordinating with the C&D Office and Internal Audit to ensure there are processes in place to capture the validation of the Internal Markets model
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| **Created by:** | Kirsty Burns  |
| **Creation Date:** | July 2023 |
| **HRBP:** | Kirsty Morris  |
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