

Job Title	Finance Manager
Business Unit	WG&S UK - ODC
Function/Region	Finance
Location	Hook
Leader	Head of Financial Control
People Leadership	1 Finance Analyst
Job Level	4A

Role Purpose

To provide backfill for the Financial Control and Commercial Finance Team to release that member of the team to work on the implementation of IFS10.

To expertly control Stock and Duty ensuring compliance with all Customs & Excise requirements. Co-ordination of the overall month end process to ensure group deadlines are adhered to and accounting policies accurately applied including tight balance sheet control.

Budgeting and Forecasting of Advertising and Promotional Spend.

To lead the reporting cycles to ensure we have accurate monthly management accounts and also robust forecasts for our latest estimate process (LE 1 and LE 2), budget process and support the 5YP process. Support the monthly business planning (MBP) cycle with relevant reporting and information.

Accountabilities

Financial Control

- Ownership and completion of Month end journals and Balance Sheets for Stock, Duty and Distribution
- Review Finance Analyst's balance sheets
- Work closely with 3rd Party Logistics providers to ensure strong financial controls over stock reporting including completion of daily duty recs
- Work collaboratively with Supply Chain and Commercial Finance teams to ensure delivery of key business measures (stock efficiency, credit control) supported by insightful management information.
- Monthly Goods Received Not Invoiced (GRNI) review and releases in line with company policy
- Provide strong internal and external financial controls based on sound understanding of accounting principles, thus ensuring the delivery of exemplary internal and external audit reports
- Finance contact for Amazon, initiate and manage query resolution with customer, providing rapid, very commercially aware, robust support to the sales team to achieve resolution within tight deadlines
- Product Allowance – process bi-annual internal staff product allowance

Commercial Finance:

- Business Partnering with Commercial and Marketing functions to ensure the delivery of profit and key financial metrics across all brands.
- Lead the team to ensure we have a robust month end process, ensuring necessary accruals and prepayments have been completely as necessary and all balance sheets are reviewed thoroughly on a monthly basis. Collate and review all reporting before submitting to group finance
- Lead the business through the Latest Estimate (LE) and Budget process ensuring we have a robust forecast fully interrogated to ensure accuracy
- Lead the MBP process from a financial perspective ensuring we have the relevant reporting and information to support the process
- Lead the Cost Price Increase (CPI) process from a financial perspective, ensuring the business have the right toolkit to succeed and we deliver the full CPI
- Building capability in the Commercial team, and improve efficiency of ways of working:
 - Systems/process training
 - Induction pack
 - Target list of priority areas/teams

Forecasting and Planning:

- Lead the budget and LE process for Advertising and Promotional (A&P) spend, supporting WGS brand teams in the delivery of a robust plan

Created by:	Zoe Eley
Date:	02.07.2021
HRBP:	Melissa Thomas
Date of last revision:	02.07.2021

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>Leading and Supervising</p> <ul style="list-style-type: none"> • Provides others with a clear direction • Sets appropriate standards of behaviour • Delegates work appropriately and fairly • Motivates and empowers others • Provides staff with development opportunities and coaching • Recruits staff of a high calibre 	<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>Deciding and Initiating Action</p> <ul style="list-style-type: none"> • Makes prompt, clear decisions which may involve tough choices or considered risks • Takes responsibility for actions, projects and people • Takes initiative, acts with confidence and works, • Initiates and generates activity

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:

- Qualified Accountant (ACA / ACCA / ACMA)
- 5 year experience in a finance role
- Ability to develop financial controls and meet month-end, year-end and annual forecasting/budgeting deadlines
- Forecasting and Planning experience
- Logical and analytical thinker with strong problem solving skills
- Ability to constructively challenge processes and influence others to the benefit of the organisation
- Ability to think beyond the Finance function and apply financial information cross-functionally
- Inquisitive nature and self-started with confidence in own ability
- Logical and analytical thinker with strong problem solving skills
- Challenging, questioning and determined, but also relationship building and collaborative

Desirable:

- Experience of Customs & Excise requirements and compliance is desirable