

Job Title	Commercial Finance Analyst
Business Unit	GTR
Function/Region	Commercial Finance - GTR
Location	Richmond
Leader	Commercial Finance Manager - GTR
People Leadership	No
Job Level	4B
Role Purpose To provide accurate and efficient financial analytical support relating to monthly closing, reporting and planning cycles. Be responsible for the end to end process of Advertising, Promotion, Marketing Investment and Customer Discount management while maintaining strong operational and compliance control.	
Accountabilities <ul style="list-style-type: none"> • Ensure invoices are processed on time with payment fully aligned to group payment schedule and terms, subject to any exceptions. • Be the point of contact for the region with Group Accounts Payable team on outstanding unpaid invoices • Review of Purchase Orders and GRNI aging reports with Commercial / Marketing team, in line with GRNI procedures • Ensure full compliance of PO management (e.g. minimize Retro PO only to exceptional cases) • Be responsible for analysis and monitoring of Advertising, Promotion, Marketing Investment and Customer Discounts against Budgets. Ensure accurate recording of expense at month end close. • Support on Measurement and Evaluation processes, ensuring pre-M&E are being raised in accordance to the governance. Review reasonableness of PO against Pre-M&E. • Drive process improvement on Purchase to Pay (PTP) cycle, whilst ensuring there is a core standardise process across GTR • Ensure the PTP process of Advertising, Promotion, Marketing Investment and Customer Discounts are in accordance to approve commitments and supported with appropriate documentations (from Purchase Orders raise to Invoice received) • Ensure planning process of costs are in line with commercial plans, reflected and phased accurately and completely in the submission • Support with appropriate analysis of costs and identify Risks and Opportunity through robust reviews of planned spend 	

- Support with review of spend coding on an ongoing basis. Ensure accurate execution of financial controls in particular on PTP process and GRNI aging
- Be the super-user in IFS support on APMI & CD management
- Develop and share expert knowledge of our systems, and exploring opportunities to optimise through network or wider WG&S colleagues globally.

Created by:	
Date:	
HRBP:	
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