

ROLE PROFILE TEMPLATE

Job Title	Finance Analyst (18m FTC)
Business Unit / Group Function	Central Services / Group Finance
BU Team / Sub-Function	Group Management Reporting
Location	SBP
Leader	Group Management Reporting Team Leader
People Leadership	No
Job Level	4B
Role Purpose In the context of a major ERP re-implementation project that will require a strong involvement from the Group Management Reporting department in the coming months, this role aims at providing support to the team on delivering the business as usual activities. This role will provide support on group wide financial and management reporting analysis ensuring accurate and timely information is available when required to support business decisions and to provide insight to current business performance and future business developments.	
Accountabilities <ul style="list-style-type: none"> • Support the implementation of appropriate business analysis to identify trends, opportunities and risks, including analysis and follow up of month end management accounts. • Support the delivery of the processes as detailed within the Finance Calendar to ensure the integrity of the information. • Provide support to the delivery of the business planning process to ensure that challenging but achievable financial targets are built into budgets and strategic plans, liaising closely with Business Units to link strategic plans to the financial outputs. • Demonstrate a commitment to continuous improvement, identifying and implementing process improvements as required. • Monitor the effectiveness of KPIs to provide the business with relevant metrics. • Support the requirement of the Executive and Supervisory Boards through providing appropriate business analysis and financial support. • Support ad-hoc projects as required. 	
Created by:	Darren McCallum
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Core Competencies

Deciding & Initiating Action <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 and acts with confidence• Initiates and generates activity	Analysing <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
Writing and Reporting <ul style="list-style-type: none">• Writes clearly, succinctly and correctly• Writes convincingly in an engaging and expressive manner• Avoids the unnecessary use of jargon or complicated language• Writes in a well-structured and logical way• Structures information to meet the needs and understanding of the intended audience	Delivering Results & Meeting Customer Expectations <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.
Applying Expertise & Technology <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	Coping with Pressures & Setbacks <ul style="list-style-type: none">• Works productively in a pressurised environment• Keeps emotions under control during difficult situations• Balances the demands of a work life and a personal life.• Maintains a positive outlook at work.• Handles criticism well and learns from it.
Skills and Qualifications <p><u>Essential:</u></p> <ul style="list-style-type: none">• Qualified accountant (or equivalent) with strong financial analysis skills• Ability to adhere to deadlines and adopt a challenging approach to deliver robust and accurate financial data and information to meet business needs• Comfortable engaging with a wide range of internal stakeholders• Self-starter who can work on their own initiative• Good planning and organisational skills• Attention to detail and 'right first-time mentality' <p><u>Desirable:</u></p> <ul style="list-style-type: none">• FMCG reporting or analysis experience• International exposure in a multi-currency environment• Finance systems experience	