## ROLE PROFILE

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| **Role Title** | **Finance Analyst** |
| **Internal Reference** | CEN-0027 |
| **Business Unit / Group Function** | Central Services, BBU, ODC |
| **BU Team / Sub-Function** | Finance |
| **Location** | Richmond;SBP |
| **Team Leader Role** | Commercial Finance Controller |
| **Role Level** | 4B |
| **Team Members** | No |
| **Role Purpose**  To support the financial management, reporting, planning and analysis of specific commercial regional performance. To embed the William Grants Way into the Region and consolidated ways of working. To ensure data integrity in core systems and all team outputs and that accurate and timely information is available when required to support business decisions. To meet reporting and planning deadlines and manage processes as detailed within the Finance Calendar. | |
| **Accountabilities**  Accountabilities  • Support the consolidation and analysis of global operational results for month end reports, including the generation and review of KPI reporting • Support the delivery of the annual reporting timetable including strategic and annual plans to produce the consolidated Operations Budget, Latest Estimates and Five Year Plans in accordance with group guidelines • Support the implementation of appropriate business analysis to identify trends, opportunities and risks, including analysis and follow up of month end reporting • Collation and communication of ad hoc analysis or explanations  • Assess processes, reporting formats and KPIs and recommend and implement improvements, standardisation and automation where applicable  • Support the delivery of change or improvement projects including ensuring changes are communicated and understood by all relevant stakeholders • Review, produce and implement key financial and non-financial internal controls and procedures for the function where required • Build and maintain strong relationships with internal/external customers to maximise stakeholder engagement and the quality of service provision | |
| **Created by:** | [Role Created By] |
| **Creation Date:** | 02/02/2022 |
| **HRBP:** | Kirsty Morris |
| **Date of last revision:** | 15/09/2025 |

This role will support the financial management, reporting, planning and analysis of specific commercial regional performance. Ensure all the reporting and planning meet deadlines and process as detailed within Finance Calendar.

**Main Accountabilities:**

* Support the consolidation and analysis of global operational results for month end reports, including the generation and review of KPI reporting.
* Support the delivery of the annual reporting timetable including strategic and annual plans to produce the consolidated Operations Budget, Latest Estimates and Five-Year Plans in accordance with group guidelines.
* Support the implementation of appropriate business analysis to identify trends, opportunities and risks, including analysis and follow-up of month end reporting.
* Collation and communication of ad hoc analysis or explanations.
* Assess processes, report formats and KPIs and recommend and implement improvements, standardization and automation where applicable.
* Support the delivery of change or improvement projects including ensuring changes are communicated and understood by all relevant stakeholders.
* Review, produce and implement key financial and non-financial internal controls and procedures for the function where required.
* Build and maintain strong relationships with internal/external customers to maximize stakeholder engagement and the quality-of-service provision.