

## ROLE PROFILE TEMPLATE

<b>Job Title</b>	Finance Executive, Southern Europe & Ireland
<b>Business Unit / Group Function</b>	BBU Commercial Finance
<b>BU Team / Sub-Function</b>	Southern Europe & Ireland Region
<b>Location</b>	Richmond
<b>Leader</b>	Commercial Finance Manager, Southern Europe & Ireland
<b>People Leadership</b>	No direct reports
<b>Job Level</b>	5
<b>Role Purpose</b> <ul style="list-style-type: none"> <li>To support the Southern Europe &amp; Ireland (SE&amp;I) Finance team in the provision of management reporting and maintenance of processes and controls around key transactions.</li> <li>Ensure data integrity in core reporting tools and team outputs. Provide accurate and timely information as required to meet Group Finance needs and timescales.</li> </ul>	
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>Enter and manage Purchase Orders for the SE&amp;I team, ensuring that these are input to the system and authorised in advance of the spend being committed.</li> <li>Champion the Purchase Order process and provide ad hoc support to the Commercial teams on purchase order queries.</li> <li>Management of the Advertising Promotion &amp; Customer Discounts (APCD) spend validation process for the SE&amp;I region.</li> <li>Responsible for running the Goods Received Not Invoiced monthly report and monitoring aged items on the report.</li> <li>Ownership of the depletions process for the SE&amp;I region. Collate and consolidate depletions data from markets, for subsequent submission to Group Finance. Monthly reporting of depletions performance and stocks/ days of stock to the SE&amp;I Commercial and Marketing teams.</li> <li>Support the Finance Analyst during monthly reporting periods to meet the regional monthly reporting commitments and provide ongoing support to the Richmond based Commercial Finance team.</li> <li>Be the Reporting system expert providing ongoing training and support for SE&amp;I Commercial team members.</li> <li>Support Finance Analysts on short and long term planning processes as required (data entry / integrity checks, variance analysis, presentation support etc)</li> </ul>	
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