



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Finance Analyst</b>
<b>Business Unit / Group Function</b>	ODC BU – WG&S Australia
<b>BU Team / Sub-Function</b>	Finance
<b>Location</b>	Australia
<b>Team Leader Role</b>	Finance Manager
<b>Role Level</b>	4B
<b>Team Members</b>	No
<b>Role Purpose</b>  To support the Finance Manager with delivery of a of the regions finance and accounting responsibilities. Activities will include the preparation of accurate reporting and analysis to both external parties and internal teams, ensuring timely information is available when required to meet stakeholder needs, while supporting maintenance of strong control environment.	
<b>Accountabilities</b> <ul style="list-style-type: none"><li>• Completion of statutory reporting requirements for the Australian Tax Office and ASIC, including but not limited to, Monthly BAS Statements, Corporate Tax Submission, FBT.</li><li>• Responsible for Preparation and posting of month end journals for prepayments, depreciation, and others as required.</li><li>• Responsible for completion of aged Balance Sheet reconciliations, including detailed analysis of open balances, management of releases and charges to the P&amp;L.</li><li>• Manage the completion of Intercompany reconciliation and recharge process, including Internal Markets transactions and invoicing.</li><li>• Assist the finance Manager with delivery of internal and external audit, and Control Self-Assessment programs.</li><li>• Support the Finance Manager with management of internal controls to ensure they are in place and robust, which includes preparation of monthly Compliance Reporting pack for the SLT.</li><li>• Provide ongoing training and support for ANZ business team members as appropriate for the PO, Supplier set-up and Expenses processes and policies to maintain compliance.</li><li>• Preparation of Internal Market KPI monthly reporting and analysis for the Australian ODC.</li><li>• Preparing or responding to ad hoc finance and administration requests from the Finance Team and Senior Leadership Team as required.</li></ul>	
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