

FINANCE EXECUTIVE

Job Title	Finance Executive
Business Unit / Group Function	BBU, Global Marketing
BU Team / Sub-Function	Finance
Location	Richmond
Leader	Commercial Finance Manager, Global Marketing
People Leadership	No
Job Level	5
Role Purpose To support the European Markets Finance team in the provision of management reporting and maintenance of processes and controls around all key transactions. Ensure data integrity in core reporting tools and team outputs. Provide accurate and timely information when required to meet Group Finance needs and timescales.	
Accountabilities <ul style="list-style-type: none"> • Consolidation, analysis and journal posting for the European Markets region inclusive of x-regional items e.g. International Agreements. • Completion of corresponding Balance Sheet reconciliations. • Entering and managing Purchase Orders for the European Markets team, ensuring that these are input to the system and authorised in advance of the spend being committed. • Champion the purchase order process and provide ad hoc support to the Commercial teams on purchase order queries. • Management of the APCD spend validation process for the European Markets region. • Responsible for running the Goods Received Not Invoiced monthly report and monitoring aged items on the report. • Collation and consolidation of depletions data from markets, for subsequent submission to Group Finance. • Qlikview expert providing ongoing training and support for Commercial team members. • Supporting the other Finance Analysts during monthly reporting periods and providing ongoing support to the Richmond based Commercial Finance team. • Support for Finance Analyst on short and long term planning processes as required. 	
Created by:	
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HRBP:	Kirsty Morris
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Working with People <ul style="list-style-type: none"> • Demonstrates an interest in and understanding of others • Adapts to the team and builds team spirit • Recognises and rewards the contribution of others • Listens, consults others and communicates proactively • Supports and cares for others • Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses 	Applying Expertise and Technology <ul style="list-style-type: none"> • Shares expertise and knowledge with others • Applies specialist and detailed technical expertise • Develops job knowledge and expertise through continual professional development • Uses technology to achieve work objectives • Demonstrates an understanding of different organisational departments and functions
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 • Demonstrates an understanding of how one issue may be a part of a much larger system 	Planning and Organising <ul style="list-style-type: none"> • Sets clearly defined objectives • Plans activities and projects well in advance and takes account of possible changing circumstances • Identifies and organises resources needed to accomplish tasks • Manages time effectively • Monitors performance against deadlines and milestones
Delivering Results and 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 	Following Instructions and Procedures <ul style="list-style-type: none"> • Appropriately follows instructions from others without unnecessarily challenging authority • Follows procedures and policies • Keeps to schedules • Arrives punctually for work and meetings • Demonstrates commitment to the organisation • Complies with legal obligations and safety requirements of the role

Skills & Experience

- Educated to degree level or equivalent in a business or finance related subject
- Relevant work experience in a commercial environment
- Advanced Excel skills
- Working knowledge of Financial Systems
- Part qualified or looking to gain Finance qualification is desirable