



<b>Job Title</b>	<b>FP&amp;R Coordinator, Latin America</b>
<b>Job Level</b>	4B
<b>Location</b>	Bogotá - Colombia
<b>Business Unit</b>	Finance Latam
<b>Function</b>	Finance
<b>Leader</b>	Commercial Finance Manager, Latin America
<b>People Leadership</b>	No.

## Role Purpose

- Lead the financial analysis, planning, and reporting agenda of selected markets clusters within the LatAm Region, coordinating centrally/regionally driven processes, ensuring relevant information from/to all stakeholders is gathered, processed and communicated, and deadlines are met in form/time/quality and in compliance with the WGS Finance Calendar.
- Support the delivery of market specific stretching business targets, monitoring of business/brands performance, providing trusted/meaningful insights behind drivers and high quality analysis/information.
- To increase the level of control, analysis, and consistent quality reporting of A&P across the Region, by providing timely and accurate analysis, control and processing of all brand A&P budgets assigned to third party Distributors.

## Planning

- Coordinate the preparation of the 5 year plan, Budget and LEs by collecting, validating, and analyzing regional data that will derive in the markets financial plans; challenge Area Directors and Market Managers to ensure a robust and stretching plan.
- Act as guarantor that customer pricing is kept complete and up-to-date in the planning/transactional systems (Hyperion; IFS), in line with budget assumptions. Ensure that any proposed/needed variations vs target are supported by the assessment of specific market/customer value-chain/commercial dynamics and are discussed and ultimately approved by the Commercial Finance Manager or Head of Finance. Maintain a robust Price Audit report to track/record pricing decisions.
- Ensure that the Advertising & Promotion considered in BUD, LEs and SYP are consistent with the assumptions of the Brand Plans as prepared by the Marketing and Commercial teams.
- Review planning processes on an ongoing basis, identifying opportunities for continuous improvement, and proposing/implementing them.
- Provide financial/commercial support and analysis to ad-hoc projects.

## Reporting

- Monitor the business/brand performance on an ongoing basis. Highlight and explain any variances to the Central Finance and Regional teams.
- Prepare and circulate the suite of routine period-end and ad-hoc reports supported with insightful analysis of performance drivers and highlighting areas of action for the team to focus on.

## A&P control

- Guarantee the implementation of the A&P control process within the planning and control tool (ISBINET) ensuring consistency between the investments actually executed and those defined/agreed as part of the brand planning process.
- Oversee the regional purchase orders practice ensuring prompt recording of commitments, and provide a timely/accurate investment reporting of actual vs. plan.

## Values



### BE PROUD

We are proud of our brands, our heritage, and our commitment to superior quality in our products



### BE RESPONSIBLE

We expect every individual and their teams to be accountable and to perform to their full potential



### BE SUSTAINABLE

We wish to make a positive contribution to our communities and to our environment



### BE PROFESSIONAL

We value integrity, transparency, professionalism and constructive debate within a team working culture



### BE ENTREPRENEURIAL

We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



### THINK LONG TERM

We are proud of our brands, our heritage, and our commitment to superior quality in our products



## Core Competencies:

<ul style="list-style-type: none"> <li>• <b>Leading and Deciding</b></li> <li><b>1.1 Deciding and Initiating Action</b></li> <li>• Makes prompt, clear decisions which may involve tough choices or considered risks</li> <li>• Takes responsibility for actions, projects and people</li> <li>• Takes initiative, acts with confidence and works,</li> <li>• Initiates and generates activity</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Leading and Supervising</b></li> <li>• Provides others with a clear direction</li> <li>• Sets appropriate standards of behaviour</li> <li>• Delegates work appropriately and fairly</li> <li>• Motivates and empowers others</li> <li>• Provides staff with development opportunities and coaching</li> <li>• Recruits staff of a high calibre</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Supporting and Co-operating</b></li> <li><b>Working with People</b></li> <li>• Demonstrates an interest in and understanding of others</li> <li>• Adapts to the team and builds team spirit</li> <li>• Recognises and rewards the contribution of others</li> <li>• Listens, consults others and communicates proactively Supports and cares for others</li> <li>• Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses</li> </ul>	<ul style="list-style-type: none"> <li>• <b>1.2 Organising and Executing</b></li> <li><b>Delivering Results &amp; Meeting Customer Expectations</b></li> <li>• Focuses on customer needs and satisfaction</li> <li>• Sets high standards for quality and quantity</li> <li>• Monitors and maintains quality and productivity</li> <li>• Works in a systematic, methodical and orderly way</li> <li>• Consistently achieves project goals.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Creating and Conceptualising</b></li> <li><b>Formulating Strategies and Concepts</b></li> <li>• Works strategically to realise organisational goals</li> <li>• Sets and develops strategies</li> <li>• Identifies, develops positive and compelling visions of the organisation's future potential</li> <li>• Takes account of a wide range of issues across, and related to, the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Organising and Executing</b></li> <li><b>Planning and Organising</b></li> <li>• Sets clearly defined objectives</li> <li>• Plans activities and projects well in advance and takes account of possible changing circumstances</li> <li>• Identifies and organises resources needed to accomplish tasks</li> <li>• Manages time effectively</li> <li>• Monitors performance against deadlines and milestones</li> </ul>

## Skills and Qualifications:

- Qualified Accountant, Business Administration, or related degree holder.
- 5 years working experience in financial planning/reporting and analysis roles within spirits or consumer goods multinational companies, with a proven record of successful continuity within the business.
- Solid and acute analytical capabilities, able to relate to both the big-picture and deeper levels of detail to drive to accurate conclusions.
- Excellent planning and organisational skills.
- Ability to adhere to deadlines and adopt a challenging approach to deliver robust, accurate financial data and information to meet business needs.
- General understanding/knowledge of accounting practices.
- Fluent in both Spanish and English to an advanced business level (written and spoken).
- Insatiably curious, willing to learn and to contribute to others' success.
- Strong integrity, high ethical and professional standards.
- Strong communication and influential skills at different levels of the organization.
- Self-starter who can work on their own initiative, results driven, resourceful, and with a high level of tenacity.
- Confident and able to challenge others and open to be challenged.

Created by:	Fernando Sanz
Date:	July 13 <sup>th</sup> 2021
HRBP:	Natalia Acosta
Date of last revision:	July 13 <sup>th</sup> 2021