

## ROLE PROFILE TEMPLATE

<b>Job Title</b>	<b>Group Financial Systems Analyst</b>
<b>Business Unit / Group Function</b>	Group Finance
<b>BU Team / Sub-Function</b>	Finance Systems
<b>Location</b>	SBP
<b>Leader</b>	Karen Harte
<b>People Leadership</b>	N/A
<b>Job Level</b>	4B
<p><b>Role Purpose</b> To support Group Finance Systems BAU processes, alongside assisting the Group Financial Systems Leader with the development and implementation of system updates, change and reporting, with the ultimate objective of the provision of transparent financial information across the Group.</p>	
<p><b>Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Provide specialist analyst skills to support the development of finance systems, and drive and support effective reporting solutions that meet reporting requirements</li> <li>• Play a key role in managing and delivery of the core Planning and Reporting cycles, including the leading of forex restatement routines</li> <li>• Assist with the management of reporting hierarchies, structure and processes that facilitate current management reporting, and support the review and development of requests for change to ensure that these hierarchies and structures continue to evolve to meet the needs of business users</li> <li>• Help to drive an agenda which is focussed on ensuring an appropriate control environment around the core finance systems. As part of this, create and implement appropriate control procedures across all relevant areas with GFS</li> <li>• Complete User Acceptance and Regression Testing of any major changes/ developments</li> <li>• Prepare and deliver system training of any (new) system functionality or changes</li> <li>• Review and analyse the impact of all technical upgrades and engage the Group Finance Systems Leader and wider finance business users and liaise directly with Global Finance functions and GTS, ensuring smooth transition of any changes.</li> <li>• Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&amp;S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy</li> </ul>	
Created by:	Karen Harte
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HRBP:	Kirsty Morris
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<p><b>Relating and Networking</b></p> <ul style="list-style-type: none"> <li>• Establishes good relationships with customers and staff</li> <li>• Builds wide and effective networks of contacts inside and outside the organisation</li> <li>• Relates well to people at all levels</li> <li>• Manages conflict</li> <li>• Uses humour appropriately to enhance relationships with others</li> </ul>	<p><b>Planning and Organising</b></p> <ul style="list-style-type: none"> <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> </ul> <p>Monitors performance against deadlines and milestones</p>
<p><b>Deciding and Initiating Action</b></p> <ul style="list-style-type: none"> <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 and acts with confidence</li> </ul> <p>Initiates and generates activity</p>	<p><b>Delivering Results &amp; Meeting Customer Expectations</b></p> <ul style="list-style-type: none"> <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>
<p><b>Applying Expertise &amp; Technology</b></p> <ul style="list-style-type: none"> <li>• Applies specialist and detailed technical expertise</li> <li>• Develops job knowledge and expertise through continual professional development</li> <li>• Shares expertise and knowledge with others</li> <li>• Uses technology to achieve work objectives</li> <li>• Demonstrates an understanding of different organisational departments and functions</li> </ul>	<p><b>Analysing</b></p> <ul style="list-style-type: none"> <li>• Analyses numerical data, verbal data and all other sources of information</li> <li>• Breaks information into component parts, patterns and relationships</li> <li>• Probes for further information or greater understanding of a problem</li> <li>• Makes rational judgements from the available information and analysis</li> <li>• Produces workable solutions to a range of problems</li> <li>• Demonstrates an understanding of how one issue may be a part of a much larger system</li> </ul>

**Skills and Qualifications:**

Essential:

- Qualified Accountant with excellent systems and analytical skills or proven Finance Systems Specialist
- Technical working knowledge of IFS, Hyperion & Qlikview or similar ERP, Planning & Reporting tools
- Experience of stakeholder management and communication
- Ability to work with conflicting deadlines
- Comprehensive experience in systems analysis techniques
- Strong verbal and written communication skills

Desirable:

- Knowledge of business processes within drinks industry
- Working knowledge of other ERP systems and Business Intelligence Tools