



Job Title	Marketing Finance Analyst
Job Level	5
Location	New York
Business Unit	ODCBU
Function	Finance
Leader	Senior Director, Commercial & Marketing Finance
People Leadership	N/A
Role Purpose To work with the Marketing Finance Director to prepare monthly reporting from IFS, TPM and Hyperion. To support the Brand Mangers with management of their budgets, and to be the key point of contact for monthly brand reviews and any ad hoc requests	
Responsibilities <ul style="list-style-type: none">• Responsible for ensuring TPM maintains up to date and accurate view of marketing budgets• Responsible for programming and invoicing of marketing \$ meet audit expectations for backup and timeliness.• Review and analyze TPM Budgets in preparation for the brand reviews• Responsible for organizing monthly brand performance reviews for brand teams• Provide summary of any risk and opportunities discussed during brand reviews• Assist in monthly Marketing commentary• Responsible for preparing any/all YTD schedules required for Monthly Brand Reviews• Responsible for managing and distributing the Purchase Order Summary to Marketing Teams• Responsible for preparing and reconciling Marketing T&E reporting• Review and analyze month GL activity to identify any required adjusting entries• TPM/IFS Key point of contact for PO Training• Support YE process for brands position is accountable for• Key support for Marketing and Commercial Teams for TPM,IFS and Qlikview• Assist in the planning for brands (including all budget and LE submissions)• Support monthly accrual process and management of prepaid schedule.• Manage the Contractual requirements for the Agency Brands• Key point of contact for resolution of vendor billing concerns in tandem with marketing teams, including management of vendor aging statements.• Additional ad hoc support	



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:

Relating and Networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels
- Manages conflict
- Uses humour appropriately to enhance relationships with others

Analysing

- 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.

Learning and Researching

- Rapidly learns new tasks and commits information to memory quickly
- Demonstrates a rapid understanding of newly presented information
- Gathers comprehensive information to support decision making
- Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback).
- Manages knowledge (collects, classifies and disseminates knowledge of use to the organisation)

Planning and Organising

- 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 & Meeting Customer Expectations

- 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 & Procedures

- 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 and Qualifications:

Essential:

- Accounting / Finance experience
- Bachelor Degree preferred
- Advanced Excel skills essential
- Good working knowledge of Financial Systems
- Excellent Communication Skills
- Keen eye for data accuracy and integrity.

Desirable:

- Attention to detail is an essential requirement due to reports being distributed GTR wide
- Dynamic, confident personality to enable challenging work with the commercial teams and autonomous working when required
- Motivated team member able to drive increased integration of Commitments into business processes
- Tenacious in approach to ensure effective collection of data