



<b>Job Title</b>	<b>Financial Reporting Team Member</b>
<b>Job Level</b>	<b>5</b>
<b>Location</b>	SBP
<b>Business Unit</b>	Group Functions
<b>Function</b>	Group Financial Control
<b>Leader</b>	Group Financial Reporting Accountant
<b>People Leadership</b>	N/A
<b>Role Purpose</b>	
To support the Group Financial Reporting team in the preparation, global collation and provision of accurate, complete and timely statutory financial reporting information and proactively drive process improvements across Group reporting.	
<b>Accountabilities</b>	
<ul style="list-style-type: none"> <li>• Support the delivery of the external audit of the statutory financial statements, co-ordinating, collating and validating data provided to the external auditors. This will include providing supporting evidence and co-ordinating the global meeting diary and global submissions from across the wider WG&amp;S Group.</li> <li>• Assist in the delivery of the statutory financial statements at a Group and subsidiary level ensuring compliance, accuracy and completeness in line with legal requirements and in-house timeframes.</li> <li>• Co-ordinate the on-going governance and maintenance of the Global Finance Manual including arranging meetings, document management and liaising with third party agencies.</li> <li>• Provide financial reporting support in respect of project requirements across the Group, including areas such as acquisition accounting, corporate structure changes and accounting policy changes.</li> <li>• Maintenance of Group-wide control documents covering areas including Company structures, investments and intangibles.</li> <li>• Assist with other areas of company governance and Group-wide controls.</li> <li>• Prepare monthly and quarterly VAT/Intrastat submissions.</li> <li>• Complete regular financial reporting tasks such as month end balance sheet reconciliations, posting required journal entries, PO Management and completing analysis of balances.</li> </ul>	
Created by:	Helen MacMillan
Date:	May 2021
HRBP:	Kirsty Morris
Date of last revision:	June 2019