

## FINANCE ANALYST

<b>Job Title</b>	Finance Analyst
<b>Business Unit / Group Function</b>	OBU
<b>BU Team / Sub-Function</b>	Operations Finance
<b>Location</b>	Girvan
<b>Leader</b>	Operations Finance Leader, Girvan
<b>People Leadership</b>	No
<b>Job Level</b>	4B
<b>Role Purpose</b>  To support the Distilleries Business Unit by providing and driving improvements in financial and management reporting and analysis. Ensuring accurate and timely information is available when required to support business decisions and to provide insight to current business performance.	
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>• Support the consolidation and analysis of distilleries results for month end reports, including the generation and review of KPI reporting.</li> <li>• Support the delivery of the annual reporting timetable including strategic and annual plans to produce the consolidated Distilleries Operations Budget, Latest Estimates and Five Year Plans in accordance with group guidelines</li> <li>• Support the implementation of appropriate business analysis to identify trends, opportunities and risks, including analysis and follow up of month end reporting.</li> <li>• Collation and communication of ad hoc analysis or explanations</li> <li>• Assess processes, reporting formats and KPIs and recommend and implement improvements, standardisation and automation where applicable</li> <li>• Support the delivery of change or improvement projects including ensuring changes are communicated and understood by all relevant stakeholders</li> <li>• Review, produce and implement key financial and non-financial internal controls and procedures for the function where required</li> <li>• Build and maintain strong relationships with internal/external customers to maximise stakeholder engagement and the quality of service provision.</li> </ul>	
Created by:	Martin MacDonald
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HRBP:	Kirsty Morris
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**Core Competencies:****Deciding & Initiating Action**

- Makes prompt, clear decisions which may involve tough choices or considered risks
- Takes responsibility for actions, projects and people
- Takes initiative and acts with confidence
- Initiates and generates activity

**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

**Writing and Reporting**

- Writes clearly, succinctly and correctly
- Writes convincingly in an engaging and expressive manner
- Avoids the unnecessary use of jargon or complicated language
- Writes in a well-structured and logical way
- Structures information to meet the needs and understanding of the intended audience

**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.

**Applying Expertise & Technology**

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
- Demonstrates an understanding of different organisational departments and functions

**Achieving Personal Work Goals and Objectives**

- Accepts and tackles demanding goals with enthusiasm
- Works hard and puts in longer hours when it is necessary
- Identifies development strategies needed to achieve career goals and make use of developmental or training opportunities
- Seeks progression to roles of increased responsibility and influence

**Skills and Qualifications:**Essential:

- Part Qualified Accountant (CA, CIMA, ACCA) or qualified by experience
- Ability to adhere to deadlines and adopt a challenging approach to deliver robust, accurate financial data and information to meet business needs

Desirable:

- Qualified Accountant (CA, CIMA, ACCA)
- Experience in multi-site financial reporting and analysis.
- Experience within either manufacturing or FMCG environments