



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Finance Executive – Global Marketing
Business Unit / Group Function	BBU Finance
BU Team / Sub-Function	Global Marketing
Location	Richmond
Team Leader	Finance Analyst – Global Marketing
Team Members	None
Job Level	5
Role Purpose To support the Global Marketing Finance team in the provision of management reporting and maintenance of processes and controls around all key transactions. Ensure data integrity in core reporting tools and team outputs. Provide accurate and timely information when required to meet Group Finance needs and timescales.	
Accountabilities <ul style="list-style-type: none">• Posting of all journals relating to Global Marketing and review of postings for accuracy and completeness for Dufftown Visitor Centre• Preparation of management accounts pages for Marketing Investments, Marketing Overheads and Visitor Centres• Production of all Global Marketing balance sheet reconciliations in line with group policy• Own marketing reporting processes, integrity and outputs to ensure timely provision of all monthly reporting for Global Brand Teams (GBTs) and Visitor Centres• Champion purchase order process and provide ad hoc support to Marketing teams on purchase order queries• Produce and circulate reporting on Goods Received Not Invoiced (GRNI) and Commitments• Financial administration and control of central POS stock and recharges• Support for Finance Analyst on short and long term planning processes as required• Production of Brand Ambassador reporting utilising data inputs from Brand Ambassadors and Qlikview and follow up on any queries to ensure accuracy• Liaise with finance teams to ensure intercompany recharges processed promptly and raise intercompany invoices as required	
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