



Job Title	Commercial Purchasing Analyst
Job Level	5
Location	New York or Edison, NJ
Business Unit	BBU
Function	Finance
Leader	Commercial Finance Director
People Leadership	N/A
Role Purpose	
To assist the Region Marketing, Sales teams and Canada region with the creation, receipt and tracking of purchase orders, supplier invoices, against budgeted spend and any ad hoc requests.	
Responsibilities	
<ul style="list-style-type: none">• To create Purchase Orders within IFS in an accurate and timely manner.• To monitor and follow up on the approval of Purchase Orders to ensure goods & services are completely approved before being delivered or rendered.• To process Purchase Orders receipt on a timely basis to ensure A&P spend is recorded accurately and in the correct accounting period.• Liaison between Regional Commercial teams, Accounting and suppliers to monitor vendor invoices, distributor bill backs and distributor credits and to facilitate timely payments of invoices.• Support Regional Finance with analysis of PO expenditures vs. budget and assist in the calculation of accruals.• Support the Accounting team with the reconciliation of the GRNI account, ensuring that they are properly tracked and resolved.• Support the Regional and Accounting teams with the reconciliation of Distributor Billbacks. Work with Region and Accounting teams to re-classify any incorrectly coded A&P charges.• Conducting monthly reviews with Marketing Finance Director/Manager to ensure confidence in overall spend against Brand Team budgets.• Assist Regional Marketing and Finance Managers with monthly A&P accruals as well as managing overall year-end accrual process for the Commercial team.• Prepare monthly reports on PO compliance and spend analysis.• Creates and processes PO's for Canada's CD, A&P, and Overheads accounts including internal recharges.	

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

- 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

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:

- College degree or equivalent with a major in Administration, Finance or Accounting
- Minimum of 2 years experience with G/L and financial accounting
- Experience in A&P analysis along with related P/L accounts
- Knowledge of financial reporting
- Technical analytical skills
- Proficiency in Microsoft Office suite and Hyperion
- Willingness to learn and results driven
- Resourcefulness and tenacity
- Self-motivation and orientation to detail
- Strong communication & organizational skills
- Computer skills necessary to evaluate market performance and communicate internally & externally