



<b>Job Title</b>	<b>Finance Executive</b>
<b>Level</b>	5
<b>Location</b>	Richmond
<b>Business Unit</b>	Finance_MEA&ISC, India
<b>Leader</b>	Finance Manager
<b>People Leadership</b>	No direct reports
<b>Any Other Key Relationships:</b>	Group Finance (especially Account Payable team), Africa Middle East and ISC Commercial & Marketing teams, Global Marketing Finance team, Global Brand Teams

## Role Purpose

To support the Region 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.

## Responsibilities

- Entering and managing Purchase Orders for the Middle East and ISC team, ensuring that these are input to the system and authorised in advance of the spend being committed.
- Champion the purchase order process and provide ad hoc support to the Commercial teams on purchase order queries.
- Management of the Advertising Promotion & Customer Discounts (APCD) spend validation process for the region.
- Responsible for running the Goods Received Not Invoiced monthly report and monitoring aged items on the report.
- Collation and consolidation of depletions data from markets, for subsequent submission to Group Finance.
- Monthly reporting commitments for the Region.
- Reporting system expert providing ongoing training and support for Commercial team members.
- Supporting the Finance Team during monthly reporting periods and providing ongoing support to the Richmond based Commercial Finance team.
- Support for Finance Analyst on short and long term planning processes as required.
- Support with the audit and review of expense submissions relating to the Region
- Support the Africa, Middle East & ISC commercial team with the management of customer price lists and Hyperion forecasts
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## Role specific competencies and skillset:

### Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively
- Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses

### 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

### 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.

### 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

### Following Instructions and 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

## Company 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



## Skills, Qualifications and Experience:

### Essential:

- Relevant work experience in a commercial environment
- Advanced Excel skills
- Working knowledge of Financial Systems
- Some financial analysis experience
- Good communication skills
- Keen eye for data accuracy and integrity
- Attention to detail and tenacious in approach to ensure effective collection of data and adherence to controls and procedures
- Engaging team player
- Fast learning, pro-active individual able to pick up concepts quickly
- Organised, able to work independently and at pace
- Dynamic, confident personality to challenge the Regional Commercial and Marketing teams as appropriate

### Desirable:

- Strong language skills – clear written and verbal
- Educated to degree level or equivalent in a business or finance related subject
- Looking to gain Finance qualification
- Internal control experience
- Financial accounting and reporting experience
- Cost accounting experience
- Commercial Finance experience

Created by:	Iminder Singh
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