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|  | **Job description** |
| **Job title** | Group Financial Accountant |
| **Effective date** | 25/09/2024 |

**Main purpose of the role:**

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| * To play a key role in the production of the group monthly consolidation, group statutory accounts, year-end audit, group overheads actuals/forecasting and budgeting. |
| * To become an expert in Baxters’ financial systems (primarily Oracle and PBCS) |
| * To be a key resource and point of contact for each of our subsidiary finance teams |

**Main accountabilities:**

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| 1 | ***Period close and reporting:*** Monthly group consolidation in Oracle |
| 2 | ***Statutory accounts:*** Group Statutory Accounts - prepare our annual group accounts in Thomas Reuters software working closely with the Group Financial Controller |
| 3 | ***Statutory audit:*** Group audit - play key role in group audit by working closely with both internal finance teams and external auditor |
| 4 | ***Tax:*** UK tax return - take the lead on consolidating all information for UK tax return completion by our external advisor |
| 5 | ***Financial analysis:*** Group overheads - actuals/forecasts and budgets - prepare and review for each close and provide budget holders with insightful reporting |
| 6 | ***Systems, financial governance & control:*** Drive process improvements for the group by identifying key areas to target, working with the subsidiaries to understand current best practice and work with the Group Financial Controller to design improved solutions |
| 7 | ***Business partnering:*** Be a trusted ally for the subsidiaries specifically around Oracle and our finance processes |
| 8 | ***Treasury***: Support as required with the group treasury function-payments and general ledger postings |
| 9 | **Company Policies and Procedures**   * Ensure that the company message and thinking is communicated to your subordinates * Ensure your awareness and implementation of and compliance with the Quality, Health & Safety and Human Resource Policies and Procedures, with any doubts being raised with your Direct Line Manager.   **Food safety, Legality & Quality**   * Ensure that all staff are suitably trained and where necessary make recommendations to your Direct Line Manager * Ensure all new employees are inducted into the Company following appropriate procedure. * Ensure that all Food Safety, quality and legality procedures and processes are followed   **Health & Safety**   * Ensure that the area in which you are working is safe for yourself and others who may be working nearby and that you comply with your responsibilities in accordance with the Company Health and Safety Policy. * Report any accidents/near misses immediately to the Health and Safety Advisor or your Direct Line Manager. * Maintain good housekeeping within your work area * Ensure the welfare of employees under your control. |



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|  | **Person specification** |
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**Key Characteristics:**

List which key characteristics the post holder requires for this position.

* Experience of working with a large accounting system (ideally Oracle)
* Experience of working in industry – manufacturing or FMCG experience advantageous
* Either qualified or showing strong commitment and progress to completion of exams (likely CIMA or ACCA)
* Experience of or ability to learn how a group multi-currency consolidation works
* Wants to improve how we do things and proactive in finding areas where we can do better and providing solutions
* Discretion (the role will involve working with confidential group information)
* Real eye for detail and accuracy
* Team player - someone the subsidiary finance teams will enjoy working with
* Ambitious - Keen to develop and move onto other roles within Baxters finance community
* Consistent delivery of work on time and to agreed standards
* Ability to act on own initiative without being prompted
* Excellent communication skills