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| Baxters Logo - May 09.jpg | **Outline Job Description** |
| **Job title** | European Commercial and Trade Finance Analyst |
| **Effective date** | Immediate |

**Main purpose of the role:**

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| * To ensure accurate set up and control of Trade Management deals between Baxters and their customers from a Finance perspective (managing the Finance system) as well as periodic reporting of Trade Management KPIs to senior stakeholders of the business |
| * To ensure the commercial viability of new product development is in line with company expectation as well as reporting on performance of new product launches. |
| * To produce accurate and timely reports at period end as well as fulfilling other reporting requirements in order to meet stakeholder needs. |

**Main accountabilities:**

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| 1 | Daily management and processing of the Trade Management offers and claims. This involves ensuring offers with customers are set up correctly and in a timely manner to ensure accurate accruals are captured. Involves maintaining strong working relationships with the wider sales and finance team. |
| 2 | Service key stakeholders through various adhoc reporting and analysis, focused largely on volume, gross sales, net sales, promotional spend (trade spend) and resulting gross margin £ and %. |
| 3 | Creation of monthly Commercial Finance pack, detailing the performance through various reports which require to be updated. |
| 4 | Period End processing of Sales and Marketing overheads in the management accounts. |
| 5 | Supporting demand planning team to ensure ongoing accurate forecasting as well as reporting of the forecast against budget performance. |
| 6 | **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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**Key Characteristics:**

Knowledge and skills required:

* Knowledge of Oracle and Essbase (desirable)
* Microsoft Office Skills in particular strong Excel skills necessary

Qualifications and training required

* AAT qualified / CIMA/ACCA/ICAS part qualified (desirable)
* Part qualified by experience
* Strong commercial acumen with absolute focus on profit delivery
* Support for qualification provided

Previous experience required

* Production of monthly management accounts
* Understanding and management of balance sheet
* Internal stakeholder management

Personal Qualities/ behaviours

* Ability to work independently
* Ability to work collaboratively across different departments
* Excellent interpersonal skills
* Confident and effective communicator at all levels with credibility
* Self motivated with a proven track record of delivery under pressure and to specific deadlines