

## Job Description

Job Title	Finance Business Accountant
Job Holder	Vacant
Reports To	Senior Business Accountant
Location	Billingham
Date	June 2019
Grade	33

### Job Purpose

Business partner with key stakeholders across the business managing and accounting for fixed costs. Manage the fixed cost budget process.

### Dimensions

Turnover	£125 million
Site Numbers	700
No of staff reporting to individual	None
Forward work plan	Up to six months

### Principal Accountabilities

Business partner with key stakeholders across the business managing and accounting for fixed costs. Manage the fixed cost budget process.

### Business Partnering

Develop business partnering ways of working with key personnel across the Fujifilm site, working with the business teams and becoming an integral part of the site operations. Leading to effective control and awareness & accountability of fixed costs. Be the go to person for all fixed cost queries.

### Fixed costs

Manage & understand the fixed cost accounting process for actuals and budgets within the finance team, with an emphasis on predictable, controlled, well-managed costs.

Lead the process, fully understanding costs and variances. Responsibility for planning & coordinating the expected fixed costs.

Coach and develop other members of the team as required.

Responsibility for review of the monthly headcount reporting, salary costs, and temporary labour reporting and review.

Work with the Accounts payable teams to ensure best of class processes.

Manage the process for the allocation of fixed costs and depreciation to assets with the business, ensuring effective allocation and profitability reporting on all business streams.

Regular meetings with cost centre holders and senior personnel.

Drive fixed cost savings initiatives.

### **Non Routine Spend (NRS)**

Management of the NRS process including:

- Review and sign off of NRS
- Reporting and review of projects
- Support to managers
- Management of projects within Sap

### **Raw Material Reconciliations**

Prepare raw material reconciliations for invoicing to customers. Working with the site on stock management processes, and liaise with supply chain and programme management. Coordinate and understand the link to revenue recognition process with the team.

### **Budget and LV**

Lead the budget and LV process for fixed costs ensuring budgets are completed in accordance with timetables.

Assist cost centre manager in drafting budget submissions for their cost centre(s) and documentation of assumptions.

Lead the review, consolidation and reporting of the fixed costs budget and present to the Head of Finance and provide justification on material changes in assumptions.

Upload into SAP of Budget / LV's for all cost centres, ensuring data reconciles to source data.

Distribution of authorised Budgets / LV's to cost centre Managers.

### **Other activities**

Work with auditors both external and internal

Review current finance processes and implement process improvements where required.

Maintain and regularly review and update finance procedures applicable to the role.

**Competencies:**

**Level:** Core

**Assessed:** Customer Focus, Analytical Thinking, Change Leadership, Relationship Building, Planning, Process Management



**Special Features**

A team player with a 'can do' attitude.

Able to build and maintain effective and credible relationships with key stakeholders and across all areas of the business.

Understand the business to be able to look beyond finance and be an integral part of business teams.

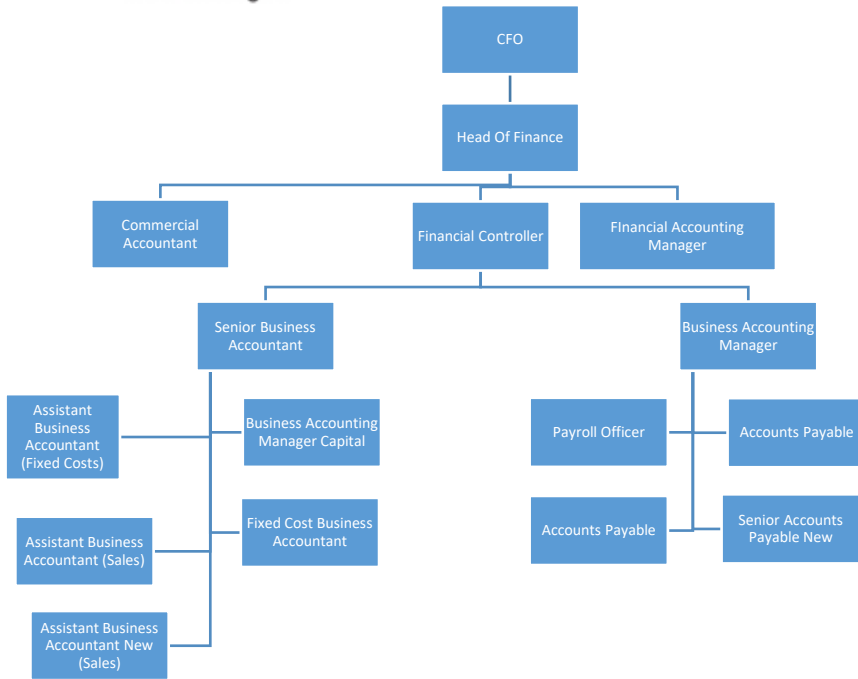
Excellent communication skills.

The ability to effectively organise and prioritise in a busy Finance environment.

High standard of Excel skills

Qualified accountant preferred. As a minimum: studying to complete final accountancy exams.

**Organisation Chart**



### Signatures

Job Holder: ..... Date: .....

Manager: ..... Date: .....