



Job Title:	Finance Analyst	Department:	Finance
Location:	Head Office, Orchard Brae House, Edinburgh	Position Type:	F/T Permanent
Level/Salary Range:		Reports To:	Group Finance Director
Role Overview			
Exciting opportunity to join and support our Finance team preparing financial reports, analyzing and communicating to business stakeholders.			
Key Tasks			
- Assisting with month end management and year-end statutory accounts including intercompany transactions - Including preparation and review of subsidiary monthly management accounts (Retail and Holding) - Supporting consolidation of Group accounts - Supporting statutory audit & years - Support budget and forecasting processes with specific focus on cashflow forecasting - Production of financial reports to provide useful information for stakeholders via various systems - Data uploading of info from one system to another including VAT returns - Reviewing and processing payroll for the Hospitality team including TRONC including all returns, records and ensuring all are accurate and on time - Updating and maintaining departmental processes and procedures			
Additional Tasks			
Adhoc team requests such as system data updates for pricing / products, expenses etc			
Qualifications & Education Requirements			
Experience within a similar role, manufacturing or hospitality experience advantageous but not essential			
Competencies Required			
- Wide range of working with various systems to have gained a strong understanding and capability - Strong competency in excel - Technical accounting knowledge - Enthusiastic and self-starter - Excellent problem solving skills - Good communicator and team worker but also able to work on their own			
Reviewed By (<i>Dept Manager</i>)		Date (<i>Yearly Update Required</i>)	

