

# Job Specification

Job Title:	Commercial Margin Manager
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Reports To:	Senior Finance Manager
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Interfaces
<p>External</p> <ul style="list-style-type: none"> <li>• Customers</li> <li>• Suppliers</li> <li>• Auditors</li> </ul> <p>Internal</p> <ul style="list-style-type: none"> <li>• Sales Director</li> <li>• Sales Account Managers</li> <li>• Commercial Finance</li> <li>• Financial control team</li> <li>• Legal team</li> <li>• Master Data</li> <li>• Credit Control</li> </ul>

KPI's
<ul style="list-style-type: none"> <li>• Prompt processing of customer retros payable</li> <li>• Balance sheet reconciliation to agreed SLA</li> </ul>

Knowledge/Skills	
Functional	Behavioural
<ul style="list-style-type: none"> <li>• Financial accounting and reporting: Evolving – Able to apply technical knowledge to specific business processes</li> <li>• Management accounting: Evolving – Able to prepare and communicate financial reports</li> <li>• Legal: Evolving – to provide support to commercial negotiations and interoperate to accounting process</li> <li>• Systems knowledge: Evolving – good understanding of capability of IT systems (JDE9.2, Price Edge)</li> </ul>	<ul style="list-style-type: none"> <li>• Business partner: Evolving – Uses knowledge to contribute to decision making process</li> <li>• External Awareness: Evolving - understands how changes to market environment can impact the business</li> <li>• Team work: Evolving – understands team objectives and is supportive to team</li> <li>• Flexibility: Ensures that the potential benefits and improvements of change initiatives are realised through implementation, and manages specific change projects in a constructive and realistic way. Acts as a role model for changed behaviour.</li> </ul>

Department/Location:	MC Finance / HO based, other sites as required
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People Responsibility: (No. of Direct Reports)	Approx. 3
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Main Purpose
<ul style="list-style-type: none"> <li>• To provide high quality insight to customer performance against contractual targets</li> <li>• Ensure integrity over balance sheet position</li> <li>• To manage accounting and invoicing of all customer commercial agreements payable</li> <li>• Analysis of customer performance to ensure customer retros only paid where customer meeting contracted targets and account current operating within agreed credit limits</li> <li>• To review risks and opportunities related to commercial agreement and manage profit and loss with commercial finance where appropriate</li> <li>• Recommending actions to sales force to target increased sales through accounts not meeting retro contract targets</li> <li>• Ad hoc reports and projects</li> </ul>

Key Outputs
<ul style="list-style-type: none"> <li>• Prepare schedule of monthly accruals or accrued income for posting to accounts</li> <li>• Prepare meaningful analysis of all retros in month end accounts</li> <li>• Monthly reconciliation of retro debtors and creditors to nominal ledger</li> <li>• Review and reconciliation of marketing funds held on balance sheet</li> <li>• Retro allocations at month end</li> <li>• Schedule of recommended actions arising from analysis</li> <li>• Business partnering with sales team and commercial finance to ensure accurate reporting and forecasting of retros.</li> <li>• Line manager to customer retro team, building employee development and provide support and review of their contribution and performance within the team through coaching.</li> </ul>

Experience / Qualifications
<ul style="list-style-type: none"> <li>• Qualified accountant (ACCA / CIMA)</li> <li>• Min. 2 years post qual accounting experience</li> <li>• Experience of working in FMCG</li> <li>• Experience of reviewing and understanding commercial contracts</li> </ul>

the experience matters

*Matthew Clark*