CORPORATE FINANCE ANALYST

The Corporate Finance Analyst is an effective support to Corporate Finance Manager in delivering all planning & reporting requirements for the Czech Cluster on time and in desired quality.

Main responsibilities:

• Support monthly reporting process with reporting actual financials
• Monitor and ensure up-to-date masterdata in all systems in line with the latest masterdata requirements
• Monitor actuals bookings from masterdata requirements perspective, take corrective actions if necessary and prevent incorrect postings from management accounting perspective
• Be responsible for cost classification and ensure compliance with internal reporting standards (namely in relation to Pink and Black book)
• Support the monthly update of 18 months rolling cash flow forecast, liaise with relevant parties involved, compare actual development versus plans and provide comments on variations / suggestions on corrective actions
• In timely and effective manner identify and resolve planning and reporting issues with Corporate Finance Manager
• Support budgeting process, compare actual development versus plan and collect comments on variances from Budget Holders
• Identify new Budget Holders quarterly and ensure BPC is updated in line with the organisational structure
• Ensure Budget Holder training delivery on time
• Ensure local Finance budget inputs are provided directly in BPC on time, in line with global calendar
• Provide support to Budget Holders during planning period and contact supporting team in case of any technical issues
• Identify opportunities to leverage planning and reporting cycle efficiency, through the development and implementation of new tools, processes and ways of working
• Create sufficient knowledge base allowing independent work within given responsibilites, be able to support Head of Finance during Corporate Finance Manager’s absence
• Develop and maintain close contact with finance stakeholders within and outside Czech Cluster
• Develop and maintain good relationship with key stakeholders
• Provide budget holders with accurate and timely information to enable managing their budgets effectively, such as: Budget Holder training, technical information
• Increase the awareness of BPC, BI functionalities within the budget holders community to raise the level of efficiency behind cost management
**Requirements:**

- University degree in Finance
- Fluent in Czech and Advanced level of English (spoken and written)
- Advanced knowledge of MS Office
- Excellent analytical skills
- Ability to maintain a high level of professionalism and confidentiality
- Good communication skills

**Location:**

Karolinská 654/2, 186 00 Praha - Karlín, Czech Republic

Please, send your CV to:

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Sylva Hartmannová

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