

FORM TEMPLATE

Department	Finance & Operations		ACQS-003_Att-05	Version 01
Title	Senior Financial Analyst		Effective from: December 2020	
Author (Department Head)	<i>CFO</i>	Name	Signature	Date
Checked/approved	<i>General Manager Canada</i>		Signature	Date

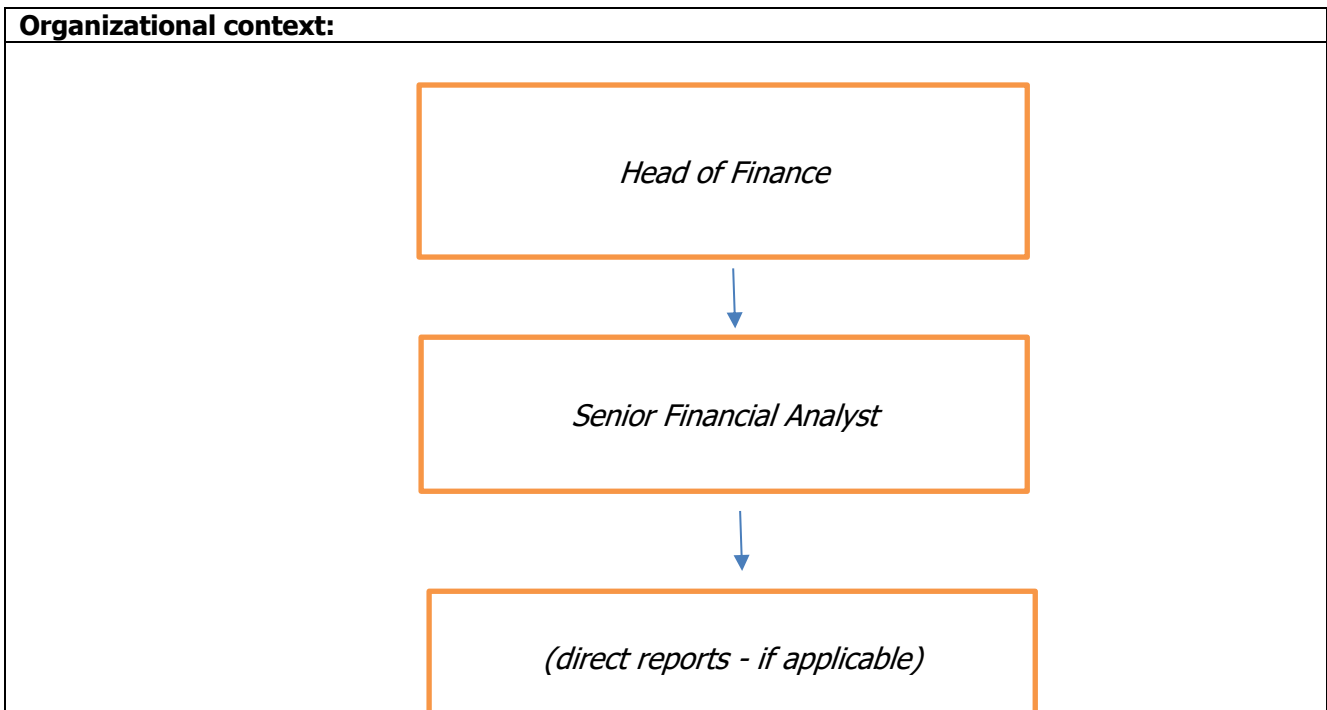
Job description

Job description:	Senior Financial Analyst
Objective:	To be a value-added partner to the business, driving commercial growth and profitability
Department:	Finance
Manager:	Head of Finance
Reports to:	Head of Finance
Substitution:	In case of absence, will be represented by Head of Finance / SFA
Responsibilities:	<p>The tasks and responsibilities include:</p> <ul style="list-style-type: none"> • Assist in preparation of Forecast and Budget for the organisation, as well as performance metrics for the year • Manage tracking to performance metrics by providing ongoing financial modelling and analysis expertise to business partners • Management of Stock Provisions (write-off avoidance) • Working with Operations to analyse and avoid Out of Stock Penalties • Support cost centre owners with expense coding, PO's, accruals • Month end journal entries as required, Cost of sales analysis • Support the business on projects as required • Assist with portfolio analysis to determine profitability, opportunities, etc. • Assist in the evaluation of Business Development initiatives and in creating and maintaining various business evaluation models • Functional support to organisational departments, as required. • Work closely with global and local business partners to ensure processes are executed accurately and seamlessly • Support the Head of Finance and General Manager in daily activities • Prepare aspects of the monthly Management Reporting Package including KPI metrics, and conduct ad hoc financial analysis as required • Manage processes for Accounts Payable, Accounts Receivable activities • Manage day to day taxation issues – Commodity tax submissions, tax notices resolution, tax information support • Support with physical inventory • Fixed assets and insurance administration •
Authority:	<p>The authority and resources required to fulfil the responsibilities of the Sr. Financial Analyst will be provided by management. This includes:</p> <ul style="list-style-type: none"> • Access to Finance Systems: SAP, COGNOS, Global Financial System, QlikView • Access to information to ensure compliance: CONCUR, SharePoint, BOX • Funding to maintain professional designations
Required qualifications:	<ul style="list-style-type: none"> • University Degree in Finance, Accounting or related field • Completed CPA Designation or active enrollment

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Required career experience:	<ul style="list-style-type: none"> • 7+ years' experience in Accounting and/or Finance • Experience in financial planning, analysis, and modelling • Senior level Accounting experience including Accounts Payable, Accounts Receivable, Payroll, GAAP, IFRS and reconciling balance sheets & income statements. • Experience with COGNOS and SAP • Basic project management experience
Required core competencies/skills:	<ul style="list-style-type: none"> • Ability to present financial information to non-financial audience • Ability to interact with all levels of management • Track record of process improvements • Working knowledge of financial strategies • Strong organizational and multi-tasking • Excellent communication, interpersonal and presentation skills • Ability to work in high-pressured environment • Detail-orientated <p>Aspen Competencies:</p> <ul style="list-style-type: none"> • Business Competencies: performance drive, be a team player, create the future by identifying more productive and efficient ways of doing things, make sound decisions, foster consumer and customer commitment and take accountability and ownership • People Competencies: foster collaboration between teams, coaching, effective communication, demonstrate credibility and reliability • Self-Competencies: Continuously grows and develops, acts with integrity, • Embodies a "can-do attitude" with a "roll-up-your-sleeves" approach





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Start date with Aspen:			
Supersedes job description dated:			
	Jobholder	Line Manager	Executive Management
Date			
Name			
Signature			

The signature of the employee confirms the assumption of the position described herein and all associated responsibilities. The employee is clear about all of the responsibilities and explicitly understands them.