

JOB DESCRIPTION

JOB TITLE : FINANCE CONTROLLER

DIVISION/DEPARTMENT : DAIICHI SANKYO BELGIUM / DAIICHI SANKYO NEDERLAND

REPORTS TO : FINANCE DIRECTOR

CONTEXT

The Finance Controller is part of the finance and administration department. He/she reports to the Finance Director and is responsible for the controlling of finance accounting to provide the financial and commercial information necessary for the planning and the reporting of organizations (DSBE & DSNL). He/she establishes and maintains controlling policies and management information systems, as well as liaises with management colleagues on all these aspects.

PURPOSE OF THE JOB

The Finance Controller examines and analyzes accounting records, financial, banks and tax statements, and other financial reports to assess accuracy, completeness, and conformance to legal and procedural standards. He/she contributes to prepare the legal and internal reporting in respect of the deadlines. He/she participates in the establishment of controlling internal rules and makes sure they are followed in the right way. He/she might be able to back-up the Accountant Manager for basic bookings.

RESULT AREAS

Business Partnering

- Bridging COMEX (Commercial Excellence) spending and finance.
Tracking the spending (especially from plans and commitments point of view) between the tools used by COMEX (Transpharmacy/CRM) and reconciling with Actuals in SAP
- Maintain spent tracking on Qlik and provide explanations.
Support the Excel to Qlik migration of the spent tracking and provide answers to budget holders questions regarding deviations to plans and allocations to Internal Orders / Products / Divisions.
- Support AZ Alliance
Someone from Finance should be in almost every meeting in order to insure proper update on every aspects (launch/price/spending/FTE...)

Finance & Controlling

- Check and validate accruals calculations.
Mainly claw back and sales taxes that are extremely difficult to calculate (capped by sales level/refund/VAT reversal)
- Support and back-up planning processes.
For Budget/Target/AF1/F1/AF2/F2/AF3/F3/YEL, with hybrid processes (different per Division) and for two entities (BE/NL).
- Support dissemination of the finance related policies.
In regards of the audit readiness project, ensure that the policies are properly implemented, used and that sufficient training has been provided
- Support Closing processes, reporting, JSOX, Internal and External Audits
Check Balance Sheet/AP/AR. Reconcile Finance & Controlling. Ensure timely reporting. Support the finance team in providing documentation and explanation to Internal and/or External Auditors
- Validate Returns & Discounts
Check if the new LSP properly apply the last Discount Plans
- Support Managing Cost Centers / Internal Orders and maintaining the Matrix Approval
The new Division structure increase drastically the necessity of accuracy for the allocations of CC/IO and the constant adjustments lead to lots of maintenance of the Approval Matrix.
- Support Procurement (VMD/GR check)
The focus has drastically increased on the quality and the integrity of our Vendor Master Data. Many extra SAP information are needed to maintain MM exception list.
- Assume Lead Buyer role
Control that spending are compliant with the Procurement Policy

Special Projects

- Handling of the Luxembourg branch
SAP settings / Tax & VAT settings / Consolidation settings...
- Supporting the handling of MSC costs (Extra SAP as this not an Entity nor a Division)
- Supporting HR for payroll integration in SAP
- Setting-up CWT-SAP interface.
- Setting-up & Manage Credit Limit with the LSP
- Setting-up & Manage PDA with S&OP and LSP
- Support Concur integration
Create and perform post validation checks, validate allocations and perform extra training if necessary