

# PHILLIPS

## JOB DESCRIPTION

<b>JOB TITLE: FINANCIAL ANALYST</b>	<b>DEPARTMENT: FINANCE</b>
<b>REPORTS TO: FINANCIAL PLANNING AND ANALYSIS DIRECTOR</b>	<b>LOCATION: LONDON</b>
<b>POSITION TYPE: REGULAR, FULL-TIME</b>	<b>EFFECTIVE DATE: APRIL 2022</b>

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### PRIMARY FUNCTION

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The Financial Analyst is a critical member of the Finance team responsible for providing key management reporting across all regions. Furthermore, the role is responsible for preparing ad-hoc analysis during shareholder and executive meetings.

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### DUTIES AND RESPONSIBILITIES

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- Month End report package consisting of:
  - Summary P&L's .
  - Corporate Marketing Reporting.
  - T&E Analysis.
  - NetSuite YTD Pivot.
  - Executive Dashboard (Live Auction, Private sale & Perpetual updates).
- Monthly/Quarterly Performance Reporting packages to each department:
  - Sale Dept's P&L's.
  - Support Depts Cost summaries.
  - T&E by employee for all departments.
- Auction Reporting:
  - Pre and Post sale reporting and support.
    - Presale Breakeven analysis for each lot.
    - Presale P&L projection (if required)
    - Post sale Flash P&L.
    - Run through major sales with Client Accounting to ensure accuracy.
  - Guarantee Performance tracking.
  - Liaise with Client Accounting to ensure correct posting (particularly global guarantees).
- Guide client accounting and accounts payable with regards to invoice\settlement coding.
- Press Reporting:
  - Liaise with Press dept to ensure Press reported figures at Half / Full Year are correct.
  - Provide YTD figures non-Auction departments (E.g. Private Sales, Gallery One and Perpetual)
- All Staff Meetings:
  - Assist with financial presentation for All-Staff/Town Hall meetings as required
- Ad-hoc transactional level summaries across all departments and sales.
- Assist as needed in compiling documentation for audits and corporate tax preparation.
- Assist the wider finance team to help cover annual leave.
- Perform any other ad-hoc duties as requested.
- ONS National Statistics Surveys for our UK entities:
  - Respond to/submit numerous surveys from ONS, mixture of financial and operational.

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- Currently one bi-weekly, one monthly, three quarterly, two annually.

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## SKILLS AND QUALIFICATIONS

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- Advanced MS Excel skills including VLOOKUP's and pivot tables essential.
- Experienced in foreign currency and working within a global company.
- Experienced with all general ledger functions and the month-end/year-end close process.
- Hands-on experience with accounting software packages, like NetSuite and Workday Adaptive Insights.
- Proven ability to work both independently and collaboratively with different levels of employees.
- Ability to track multiple work streams, prioritize work and ensure deadlines are met.
- Strong time management skills.
- Meticulous attention to detail.

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## WORKING CONDITIONS

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- Work is primarily a hybrid setting undertaken remotely and from our 30 Berkeley Square location until further notice.

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## EDUCATION, TRAINING AND EXPERIENCE

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- ACA / ACCA / CIMA qualified accountant (or equivalent)
- Must possess significant experience in accounting, finance, auditing, or a related field within the private sector in for-profit enterprises
- Proven ability to manage multiple projects simultaneously and deliver high quality results
- Fluent English (spoken and written) language essential