

Job Title	Management Reporting Intern	Division	CoE
Reports to	Management Reporting Manager	Direct Reports	n/a
Document updated date	November 2017	Document revision date	

Job Purpose:

The Planning and Performance Management (PPM) Centre of Expertise (CoE) was set up in Sofia, Bulgaria in the summer of 2015.

The aim of the CoE is to support the business and be known internally as a value creator through outstanding service and financial expertise. There is a strong service oriented culture to build and maintain the reputation of the CoE.

The Centre comprises of a team of analysts who perform controlling, reporting and analytical activities to support all business units, supervised by managers leading each of the business units and key reporting areas with main focus on enabling effective decision support. The team is responsible for delivering timely and quality management reporting to support business decisions.

The CoE team comprises several areas of expertise. These are: Sales & Margin, FP&A, Group Reporting, Supply Chain, and Operational Excellence. This role provides an opportunity to gain valuable experience across a number of management reporting reporting activities in BU; team members will provide back-up and resilience across all areas.

Management Reporting Intern in the CoE will report to the Management Reporting Manager and provide support to the BU Senior Manager. Main areas of focus will be the following streams:

- Monthly Reporting
- OCM/ Opex Reporting
- FTE & Payroll Reporting
- Group Reporting
- Sales reporting

The intern will report to the Management Reporting Manager as they provide support to the various reporting activities performed by the team around FP&A, Supply Chain and Commercial Finance. In addition, the intern will be in constant contact and collaboration with the Master Data team, RTR, OTC, PTP (and other within the Shared Service Centre).

The role is with fix-term contract for 8 months.

Accountabilities

Key accountabilities

Management Reporting

- Prepare and develop Business Objects dashboard based on request from the stakeholders (respective BU) in an accurate and timely manner

Output and Key Indicators

- Effective and efficient service delivery
- Reporting and Analysis provided on timely manner and being accurate



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<ul style="list-style-type: none"> • Amend existing reports and create new reports through manipulation of data in Excel and/ or Tableau or using other system • Provide ad hoc reporting & analysis • Provide data and analytical input to support business planning initiatives • Analyze data through reports and provide initial commentary on performance • Support analysis of historical trends for the purposes of specific reporting requests, utilising analytics to drive continuous improvement • Collate and prepare the information required for budgeting and forecasting to provide the basis for management decision making. • Support the finance processes for the respective BU of responsibility - month-end closing, forecast, weekly and daily reporting (where applicable) • Present information in a coherent and logical way using PowerPoint • Provides insights and proposals on process and reporting improvement • Pro-actively searches opportunities for reporting standardization and simplification within his / her area of expertise 	<ul style="list-style-type: none"> • Adherence to CCEP Governance Model • Professional approach to engaging and gaining support to key stakeholders across the organization • Culture of continuous improvement • Demonstration of functional expertise, operational excellence and best practice implementation • Collaborative environment within CoE • Positive and constructive relationships with key stakeholders
<p><u>Financial Services Delivery</u></p> <ul style="list-style-type: none"> • Ensure CCEP policies are adhered to (e.g. approvals, financial guidelines, etc.) • Ensure all process changes are well communicated and oversee end user training and support • Work to ensure the achievement of management requirements 	<ul style="list-style-type: none"> • Effective and efficient service delivery • Shares best practices • Focuses on continuous improvement whilst measuring and evaluating quality and effectiveness of deliverables
<p><u>Relationships</u></p> <ul style="list-style-type: none"> • Build strong relationships with key stakeholders in the CoE and across the Business Units as required to support the execution of reporting activities • Share knowledge with other analysts across the CoE to support continuous improvement and development 	<ul style="list-style-type: none"> • Positive and constructive relationships with key stakeholders • Develops open and effective communications practices

This job description is not an exhaustive list of all responsibilities and skills associated with the job, but rather an indication as to the core of the position. The incumbent may perform other duties and responsibilities as required.

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Behavioral Competencies	Level
Deliver Winning Performance	1
Grow the Business	1
Create Customer Value	1
Achieve More Together	1
Communicate with Impact	1

Technical Competencies	
Finance Competency	Role Requirement
Business Partnering 	<ul style="list-style-type: none"> Understand the commercial environment and needs of the business and relevant stakeholders Establish credibility and build the foundation of relationships with business partners Understand the needs of stakeholders and clearly communicate financial insights Understand financial requirements and potential impacts of proposed initiatives and projects. Provide relevant data accurately and in a timely manner
Analytical Thinking 	<ul style="list-style-type: none"> Contribute to problem identification. Inform management of potential problems in a timely manner Structure large amounts of data into clear and concise (management) reports. Analyse financial reports (variance analysis, competitor analysis, etc.). Identify mistakes or unusual items
Other	<ul style="list-style-type: none"> Basic understanding of financial systems & processes MS Office Suite Skills, especially SharePoint, PowerPoint & Excel, (including pivot tables, charts etc.) ERP experience preferable, not essential

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Additional Position Information	
Function:	Finance
Department:	CoE
Grade:	Intern
Comp. & Benefits:	Standard CCEP terms
Working hours & travelling:	Summarized working hours, travel occasionally
Job Scope:	
Budget:	
Location Information:	Sofia
Specific Challenges:	
Main Constraints:	
Key Inputs	

Organisation Chart	
<pre> graph TD A[Relationship Management Manager] --- B[BU Lead Senior Manager] B --- C[Management Reporting Lead Manager] C --- D[Intern] </pre>	
Additional Candidate Information	
Qualifications:	<ul style="list-style-type: none"> Degree level education in Business Studies, Finance or Information Systems (Ideal, not essential) or students in their last year of education
Experience:	<ul style="list-style-type: none"> Some experience using Microsoft SharePoint Some understanding of SAP BO and BW or Business objects (Ideal, not essential)
Foreign Language:	English - advanced level German - will be considered an advantage
Personal Skills	<ul style="list-style-type: none"> Excellent communication & interpersonal skills Strong analytical skills and ability to solve problems Strong team player Time management, planning and organisation

If you are interested in applying for this job position, send your CV to ygeorgieva@cokecce.com.