

## **Unilever United States**

Department: Performance Reporting & Analysis

Job Title: Associate Finance Manager

Work Location: Englewood Cliffs, NJ

### **Position Summary:**

This position is mainly responsible for consolidating, analyzing and reporting timely and accurate financial statements and related information for the Unilever US Country on both an IFRS (International Financial Reporting Standards) and US GAAP (“Generally Accepted Accounting Principles”) basis. Delivering timely and accurate US Government reporting through our third party financial shared services provider, IBM Consulting, and driving world class finance processes through proactive enhancement of financial reporting effectiveness and efficiency are also key responsibilities of this position. Key customers/business interfaces include the Unilever US VP & Controller, the Group Chief Accountant’s Department (GCAD) in London, the Unilever US Tax and Treasury Departments, Finance Managers at all US operating units, the US Government (e.g. Bureau of the Census) and PwC, our external auditors.

### **Responsibilities:**

1. Deliver timely and accurate quarterly IFRS financial reporting and related analysis through the following responsibilities:

- Provide high quality financial statement variance analysis/key business insights versus previous quarter and year;
- Prepare US GAAP versus IFRS basis Profit before Tax reconciliation and provide to US Tax Department;
- Properly record and document required US Country journal entries (e.g. tax provision, deferred tax) in consolidation;
- Consolidate, analyze and submit additional manual forms (schedules) as required by GCAD London; and
- Transmit the final US Country consolidation (incl all US operating units) in Carat and sign-off with GCAD London.

2. Deliver timely and accurate annual US GAAP financial reporting and related analysis through the following responsibilities:

- Anticipate/define US GAAP reporting requirements, including the impact of new accounting pronouncements and key business changes;

- Maintain US GAAP data collection files and Hyperion Essbase consolidation database;
  - Upload operating unit data collection files into Hyperion Essbase database;
  - Provide high quality financial statement variance analysis/key business insights versus previous year; and
  - Provide PwC with required financial statement analysis, supporting schedules and documentation.
3. Serve as an effective back-up to the Finance Manager, US Country Reporting & Analysis in executing the global IFRS reporting and commentary processes/systems;
  4. Deliver timely and accurate monthly Net Debt reporting to the Unilever Treasury Department through our third party financial shared services provider, IBM Consulting.
  5. Deliver timely and accurate monthly/ad hoc US Government (e.g. Bureau of the Census) reporting through our third party financial shared services provider, IBM Consulting.
  6. Review existing and potential (due to business changes) IFRS to US GAAP financial statement divergences on a regular basis to ensure clear and accurate supporting documentation; and
  7. Drive reporting process effectiveness and efficiencies through the exploitation of IT and external benchmarking.

**Challenges:**

1. Evaluating ad hoc requests from key customers/business interfaces to determine best approach (fit for purpose) to ensure a timely and accurate response;
2. Delivering crystal clear, accurate and timely financial reporting information/analysis communication to the department's high profile customers (e.g. Unilever US VP & Controller, GCAD in London, PwC). At times, this needs to be done on short notice;
3. Analyzing quality of financial information from US operating units and challenging them as necessary to ensure accurate financial information and commentary; and

4. Rising above the day-to-day rigors of the job to deliver continuous improvement/externally focused best practice.

**Scope:**

This position is mainly responsible for consolidating, analyzing and reporting consolidated Unilever US Country financial statements under IFRS and US GAAP standards as part of Unilever's global external reporting process to shareholders and the financial markets. SAP, Hyperion Essbase, and Cartesis Carat are the financial systems used to deliver financial reporting. This position interacts regularly with all US operating unit Finance Teams, the Group Chief Accountant's Department (GCAD) in London, the Unilever US VP & Controller, PwC, our external auditors and IBM Consulting, our third party financial shared services provider.

**Skills and Competencies:**

**Education & Training:**

CPA required, MBA preferred. Proficiency in US GAAP required, working knowledge of International Financial Reporting Standards (IFRS) preferred.

**Work Experience:**

4-6 years of progressive Finance experience; prefer experience in 2-3 core Finance areas (Brand, Supply Chain, Customer Development, Audit, Accounting, Financial Reporting, Financial Planning).

**Required Skills:**

- Accounting operations
- Performance reporting & management of the business planning process
- Decision support & ad hoc evaluation
- Application & exploitation of IT
- Strong communication skills; and
- Previous Cartesis Carat, SAP and Hyperion Essbase financial systems experience preferred.

**Required Competencies:**

- Passion for growth;
- Team commitment;
- Change catalyst; and
- Holding people accountable.