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| **Role:** | Senior Financial Analyst | **Reporting to:** | Controller |
| **Division:** | MIN | **Business Unit:** | Finance |
| **Work location:** | Madison, Wisconsin | **Country:** | USA |
| **Manage Others:** | No | **Department:** | Finance |

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| **Business Need / Purpose of Role:**  |
| Under the direction of the Controller, the Senior Financial Analyst is responsible various accounting functions including, but not limited to, general ledger maintenance, month-end close processes, reconciliations, department expense reviews. The role will primarily be based in Madison, but may require occasional travel to other facilities within the Weir Minerals North America region.  |

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| **Objectives & Measurement** |
| **Key Responsibilities and Specific Accountabilities:** |
| **Objectives:*** Responsible for various month-end processes within month-end close schedule, including:
	+ Preparation of various journal entries.
	+ Timely completion of assigned balance sheet reconciliations.
	+ Maintenance of Excel financial statement spreadsheet.
	+ Upload and reconcile monthly trial balance into Cognos.
	+ Complete assigned Cognos forms.
	+ Complete GI tax analysis as required.
* Responsible for various quarterly and budget processes within Cognos in accordance with Division/Group time table:
	+ Upload and reconcile monthly trial balance into Cognos.
	+ Completed assigned Cognos forms.
* Assist with intercompany reviews/transactions, including preparing the monthly payment schedule and reviewing intercompany mark-up transactions mid-month and at month-end for accuracy, resolve any issues in a timely manner.
* Assist with sales tax audits and GI tax reporting in June and December.
* Prepare and distribute monthly financial information and business unit metrics to business leaders.
* Develop financial analyses as needed to support business needs.
* Assist with controls testing process in accordance with the bi-annual compliance scorecard.
* Assist with data gathering for internal and external audits.
* Complete special projects as assigned by the Accounting Manager.
* Comply with all Finance Department and Company policies, procedures, and programs.
* Ensure compliance with all safety and work rules and regulations. Ensure the maintenance of departmental housekeeping standards.
* Participate on cross-functional teams to ensure the continuous, ongoing improvement of processes, methods, productivity and quality, while reducing costs.
* Promote and maintain a flexible, cooperative, team oriented, and customer focused attitude within and between departments.
* Responsible for Environmental Health and Safety management and policy commitments as prescribed for this role in Weir’s Duty of Care.
* Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
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| **Job Knowledge / Education and Qualifications** The details described here are representative of those that are encountered by or must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
| **Education and/or Experience:** Bachelor’s degree from four-year college or university in finance/accounting. Three to five years of financial accounting experience in a global manufacturing environment. Knowledge of IFRS, including key differences between IFRS an U.S. GAAP. Experience with consolidation/elimination process and foreign currency translation accounting, knowledge of financial budget and reporting impact of foreign currency fluctuations.**Language Skills:** Ability to read, analyze, and interpret financial reports. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present financial information, including budgets, forecasts, monthly results and other financial analyses to management.**Mathematical:**Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.**Computer Skills:**The Senior Financial Analyst job requires strong data mining skills. Proven experience developing Excel financial models is required, including development and/or use consolidation models for multiple locations or entities, profitability analysis by product line/category, departmental expense variance analysis, account reconciliation analysis and development of key performance indicator analyses and tracking. Advanced Excel user experience is required, including use of VLOOKUPs, Pivot Tables, IF and IFSUM formulas. Requires the ability to operate a variety of standard business equipment and software. Strong ERP knowledge including experience with multiple systems in a mid-sized organization is required. **Certificates, Licenses, Registrations:** Requires a valid driver’s license.**Other Knowledge, Skills and Abilities:**Basic knowledge and skills within supervisory, coaching, mentoring and disciplinary areas. Strong analytical skills. Excellent computer skills with spreadsheets. Excellent organization, oral and written communication, motivation, human relations, records keeping, trouble shooting, problem-solving and follow-through skills. Effective presentation skills. Ability to promote and maintain positive relationships. Good work ethic - proactive. Confidence in own abilities and capable of acting decisively. Ability to project and maintain professionalism with a diversity of people inside and outside the Company. Willingness to accept responsibility and accountability. Willingness and ability to travel as necessary. Ability to work under pressure and in stressful situations and maintain attention to detail. Must have a passion for the business and the “will” to succeed. **Physical Demands:**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms. The employee is occasionally required to lift up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and ability to adjust focus. **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.General office environment. Moderate noise. |

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| **Core Competencies:** |
| **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.**Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.**Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.**Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.**Quantity** - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan. |

**Receipt and Acknowledgement of Job Description:**

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

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Employee Print Name

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Employee Signature Date

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Supervisor Print Name

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Supervisor Signature Date