

Pfizer UK Undergraduate Programme 2018/2019

Finance Decision Support (DS CoE) Undergraduate

Finance and Business Operations

Finance Decision Support (DS CoE)

Department Overview

A Finance placement within Walton Oaks will take place in the Decision Support Group.

Decision Support is responsible for undertaking data validation and financial management reporting and analysis in order to support Finance customers. Key stakeholders will be DS CoE Finance Analysts, Finance Managers / Senior Finance Managers.

The DS CoE Finance Analysts are responsible for, but not limited to, conducting the following key activities:

Planning, Budgeting and Forecasting, Financial Reporting analytics, Presentation development and preparation, Data Validation, and Report consolidation and submission.

What can I achieve and what will I be responsible for whilst completing a placement at Pfizer?

You will assist leaders in Decision Support in their role of providing financial management and analysis services.

- Prepare and validate the accuracy of standard deliverables. This includes reports with high visibility to senior management such as Revenue Reporting.
- Work with our offshore vendors to ensure efficient management of deliverables on a daily basis.
- Significant involvement in Planning, Budgeting & Forecasting with preparation of variance/KPI reporting and system submission support.
- Collect data – Gather data from internal Pfizer systems and data external non-Pfizer systems and sources necessary as required.
- Root Cause Research - Research business related variances, identify variance as manual accounting error or legitimate business movement, resolve variance – particularly in the Cost of Sales area
- Ensure productive collaboration between the various sub teams within the DS CoE.
- Perform ad-hoc investigations and analytical reporting as required.
- Involvement in team based projects within the DS CoE.

When can I start?

Placements will start on 3rd September 2018 and will run for 12 months.

PERSON SPECIFICATION

Type of person we are looking for, in relation to **'Skills'**, **'Knowledge'** and **'Motivation'**:

- Excellent verbal, written and presentation skills
- Ability to work effectively in a team environment
- Strong Maths and English skills
- Confidence to liaise with Pfizer personnel at all levels
- Ability to generate creative and innovative ideas
- Enthusiastic and pro-active approach
- IT literacy (in particular, knowledge of Microsoft Excel is essential)

Please note that we only accept application forms. Please do not send over your CV or cover letter as they will not be considered.