



## **IRENE FORTE SKINCARE FINANCE ANALYST JOB DESCRIPTION**

**POSITION:** Finance Analyst

We are looking for a driven and analytical Finance Analyst. This role is an exciting opportunity for a highly motivated individual with excellent numerical skills, who is looking to gain experience and exposure working for a quickly growing start-up that is on track to become the premiere science-led, natural skincare brand in the luxury space.

### **ABOUT IRENE FORTE SKINCARE**

In a few years, Irene Forte Skincare has expanded into over 100 doors globally, including Bluemercury, Nordstrom, Liberty, Amazon Luxury Stores, Bergdorf Goodman, Bon Marché, Saks Fifth Avenue, Neiman Marcus, and Ludwig Beck. It also has a number of spa partners, including four Irene Forte branded spas.

The proprietary Irene Forte Skincare range achieves outstanding results with natural ingredients in formulations shaped by 35 years of skincare research and development. Based on the research of her Scientific Director Dr. Francesca Ferri- a pioneer in the medical use of plant extracts to treat skin conditions- Irene has introduced novel ingredients in products which have shown profound results in independent clinical and user trials. Irene Forte Skincare products are suitable for all skin types and have even been clinically approved for sensitive skin. The core ingredients are harvested at the brand's Organic Farm in Sicily, and alongside these, Irene Forte Skincare has integrated zero-waste upcycled ingredients, made from nutrient-rich plant-based leftovers. Irene's insistence on plant-based sources means all the ingredients are certified vegan. Irene Forte's approach is distinguished by her high ethical standards. In recognition of those standards, Irene Forte Skincare has already achieved B-Corp status and has been awarded the Butterfly Mark by Positive Luxury for sustainable excellence.

The business is growing quickly and fast-becoming a serious and recognised market player. In 2023, it received Series A funding from L-Catterton, the world's largest consumer-focused fund, to fuel the next stage of growth and global expansion.

### **FINANCE ANALYST POSITION OVERVIEW**

The role will support the day-to-day efficient and effective running of the accounting and financial side of Irene Forte Skincare.

This includes, but is not limited to:

#### **Day-to-Day Accounting**

- Work closely with and manage all third-party accountants
- Collate and support accountants with any information required, e.g. US Sales Tax, Italian VAT, Dutch VAT, VAT return, monthly accounts, etc.
- Upload all invoices/ receipts, and ensure AP is accurately reconciled

- Chase on accounts receivable weekly, and issue all customer invoices timely and accurately. Share AR report with team weekly
- Ensure that the accounting system (Xero) is organised, provides quick financial information and enables strategic budgeting

### **Budgets/ Forecasts / Reporting**

- Support with building the annual financial budget
  - Working with the Sales Team on revenue forecasting
  - Working with the Operations team on the stock budget
- Manage the budget tracking document that looks at performance variance compared to the budget and LY's figures
  - Reforecast the budget based on performance
- Manage the 'Sell-In/Sell-Through' performance excel which looks at retailer performance
- Keep the monthly sales force performance excel up to date
- Ensure monthly and annual management accounts are correct and prepared in a timely manner; ensure they are shared with stakeholders
  - Provide monthly financial reporting notes to support this

### **Other**

- Update retailer order forms whenever there is NPD or marketing collateral updates
- Analyse and review COGS / pricing of marketing materials, and update documents when necessary
- Support with currency conversion and pricing strategy for new products/bundles
- Support with the collation of pulling ad-hoc financial information and form completion
- Conduct ad-hoc analysis as needed to support operational decision making
- Keep abreast of all areas of the Irene Forte Skincare business
- Show a strong interest in the wider industry

### **REQUIREMENTS**

- Proficiency in Excel and comfort with IT systems
- Impeccable attention to detail
- Reliable, consistent and able to exercise discretion
- Consistently and effectively performs in a timely manner to the standard expected
- Ability to build a rapport with different internal departments and suppliers
- Ability to communicate effectively and professionally
- Able to push back, when necessary
- Bachelor's degree, related to finance / business / accounting

### **IMPORTANT INFORMATION**

- Location: Central London Office, with office days Tuesday, Wednesday and Thursday. Mondays and Fridays are work from home (but this may be subject to change)
- Working Hours: Monday to Friday, 9am to 5:30pm
- Salary: Upon request and based on experience

### **BENEFITS**

- Employee-focused work culture
- Training/ courses relevant to role
- 70% discount on all Irene Forte products on the eCommerce platform, and box of welcome products upon starting

## HOW TO APPLY

- Send CV and cover letter to: [info@ireneforteskincares.com](mailto:info@ireneforteskincares.com)