**NextTech Record-to-Report (R2R) Roles & Responsibilities Document**

**1. Executive Summary**

This document outlines the roles and responsibilities for NextTech's Record-to-Report (R2R) process, ensuring accurate financial reporting, compliance, and operational efficiency. It defines accountability across three tiers (Strategic, Operational, Support) and aligns with NextTech's financial governance framework.

**2. Tiered Role Architecture**

**2.1 Strategic Leadership (Tier 1)**

* **Chief Financial Officer (CFO)**: Oversees R2R governance, financial integrity, and compliance with IFRS/EU regulations. Approves major accounting policies and represents finance to the Board.
* **Corporate Controller**: Leads month-end close, consolidation, and audit readiness. Ensures adherence to NextTech’s accounting standards.
* **Head of Tax & Compliance**: Manages VAT, corporate tax filings, and transfer pricing compliance across EU jurisdictions.

**2.2 Operational Roles (Tier 2)**

* **Accounting Manager**: Supervises transaction validation, accruals, and subledger reconciliations in SAP S/4HANA. Owns the First-Pass Reconciliation Rate (95% target).
* **Consolidation Specialist**: Executes intercompany eliminations and currency translations. Key stakeholder for reducing Close Duration to ≤5 days.
* **Financial Reporting Analyst**: Prepares IFRS-compliant statements and Power BI dashboards. Ensures Report Accuracy (99% target).
* **Internal Audit Lead**: Monitors control exceptions via ServiceNow and leads remediation. Targets ≤2 minor audit findings annually.

**2.3 Support Roles (Tier 3)**

* **Accounts Reconciliation Specialist**: Reconciles balance sheet accounts (e.g., AR/AP) using SAP Fiori and BlackLine.
* **Journal Entry Analyst**: Processes manual adjustments and validates automated entries in SAP.
* **Compliance Coordinator**: Maintains audit trails and documents control frameworks in SharePoint.

**3. Key Responsibilities by Phase**

**3.1 Transaction Recording & Validation**

* **Accounting Manager**: Ensures 3-way matching for invoices and validates revenue recognition (IFRS 15).
* **Tax Accountant**: Flags VAT discrepancies and aligns transactions with local tax laws.

**3.2 Period-End Close**

* **Consolidation Specialist**: Runs SAP’s automated subledger reconciliations and resolves variances.
* **Journal Entry Analyst**: Posts accruals and reviews AI-driven provisions (Azure).

**3.3 Financial Consolidation**

* **Corporate Controller**: Approves elimination entries and ensures compliance with group policies.
* **Financial Reporting Analyst**: Generates consolidated statements and notes for regulators.

**3.4 Audit & Compliance**

* **Internal Audit Lead**: Investigates anomalies detected by Azure AI and documents resolutions.
* **Compliance Coordinator**: Prepares audit-ready evidence packs for external auditors.

**4. Escalation Paths**

1. **Operational Issue**: Journal Entry Analyst → Accounting Manager → Corporate Controller.
2. **Compliance Risk**: Tax Accountant → Head of Tax & Compliance → CFO.
3. **Cross-Functional Dispute**: CFO arbitrates conflicts (e.g., revenue recognition disputes with Sales).