

# Financial Communication Manager – F/M

(N° DPE : 23108 - N° Poste : 50116881 – Statut : Cadre)



## About the company

Groupe ADP, one of the world's leading airport operators, designs, develops and manages airports at Paris-Orly, Paris-Charles de Gaulle and Paris-Le Bourget and in its network of 29 airports worldwide.

In 2020, Groupe ADP has adopted its "raison d'être" (a purpose): "Welcome passengers, operate and imagine airports, in a responsible way and all around the world". It sets out the group's objectives in terms of welcoming passengers, operational excellence, infrastructure design and innovation, as well as its responsibility in the face of environmental, social and societal issues, in Paris and internationally. Our raison d'être sums up our activities, our businesses and our ambition: to be the world leader in airport hospitality

Let's share this ambition and meet tomorrow's challenges together.

Groupe ADP is waiting for you!

## Job description

### Context

With its new "2025 Pioneers" strategic roadmap unveiled in February 2022, the group has a plan to build the foundation of a new airport model focused on sustainability and performance, in line with societal and environmental expectations.

Within the Finance, Management and Strategy Department, the Investor Relations and Financial Communication Division relays this strategy to the financial community. The team is responsible for representing the company to the capital markets and for providing and explaining to the various stakeholders (financial analysts, investors, individual shareholders, etc.) all the information they need to make their judgments about the company's business, financial position, results and outlook.

As part of this tight and agile team, you will report directly to the Head of Investor Relations & Financial Communication and will have a high degree of autonomy in the performance of your duties. You will work in close collaboration with key functions of the company (finance, legal, communication, sustainable development, human resources, etc.) as well as with a variety of contacts in the financial markets.

### Mission

As a Financial Communication Manager, you will work on projects that provide a global vision of the Group and its strategy. In this capacity, you will manage regulatory financial publications, coordinate dialogue with the financial public on extra-financial topics, and contribute to the overall missions of the Division. In detail, you will:

- Lead and contribute to the preparation of the universal registration document, the half-year financial report and financial releases;
- Participate in the preparation of financial and non-financial presentations to institutional investors and financial analysts;
- Ensure the consistency of messages and information communicated in the group's various communication materials;
- Prepare key messages, language and financial and non-financial Q&A for the company's spokesperson;

- Contribute to the development of communication on environmental, social and governance (ESG) topics with investors and analysts;
- Organise and participate in financial communication events: presentation of the company's results, meetings with financial analysts/investors, roadshows, conferences, investor days, site visits and the Company's General Meeting;
- Lead the dialogue with investors and analysts on ESG issues and in preparation for the General Assembly;
- Monitor regulations and market practices in terms of financial and extra-financial communication (ESG) and share the information gathered to develop best practices;
- Carry out the regulatory dissemination of financial information and update the Finance section of the Company's website.

### **Profile**

You have a 5-year degree from a top business school, French IEP, or top university, and 5 to 7 years of professional experience. Experience in project management and/or in a consulting firm is expected.

You are able to read the various financial statements and understand the financial valuation process. Your ability to analyse and summarise, as well as your interpersonal skills and team spirit, are all assets that will enable you to successfully carry out the tasks entrusted to you.

You are very rigorous in your work, highly organised and able to meet tight deadlines in a high-pressure environment. You are familiar with project management and are sensitive to environmental issues.

You have an excellent level of English (oral and written), and are proficient in the office package (Word, Excel and PowerPoint).

The position is full-time and based at Paris-Charles de Gaulle.

Telecommuting possible

Remuneration package and benefits (fixed, variable, profit-sharing, time savings account, company savings plan, mutual insurance, economic social committee).

Since 1991, the ADP Group has been pursuing an active policy in favour of equal opportunities in the workplace and the employment of people with disabilities. The company is continuing its commitment by strengthening its recruitment and professional integration actions. If you are in this situation, do not hesitate to tell us about your specific needs so that we can take them into account.

Apply here : [Groupe ADP - Financial Communication Manager F/H \(talent-soft.com\)](https://talent-soft.com)

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