

Analyst, Reporting & Analytics

Role Description:

- This role is part of a pool of Analysts & Assistant Analysts that provides support to the Reporting & Analytics team in relation to central reporting, analysis and coordination of Forecasting and Planning for finance and the wider business functions.
- As a senior pool member, you will coordinate R&A processes, review results/commentary, and design, develop and interpret financial models and reports.
- Acts as a subject matter expert for CUK Reporting & Analytics, providing support to finance and the wider business through insightful reporting, analysis and commentary.
- Supports finance and the wider business functions with Reporting and Forecasting query resolution
- Provides ad-hoc CUK analysis and insights to support business decision making
- Partners with the wider Finance Community to ensure clarity of Reporting deadlines, deliverables and accountabilities

RUI:	729	Grade: CUK Level 09	DBS check required	Not Applicable
Directorate:	Finance & Legal	Reports to:	Senior Manager, Reporting & Analytics	
Function:	Finance	Team:	Reporting & Analytics	
Direct reports :	No Direct Reports			

Accountabilities

- Coordinate Reporting, Forecasting and Planning processes including the preparation, maintenance and communication of timetables to Finance and the wider business, ensuring clarity of guidance, deadlines and deliverables
- Prepare consolidated actual and forecast data and reports for use in management performance reporting and ABG Submissions, ensuring accuracy, integrity and compliance with agreed standards
- Prepare & review consolidated commentaries to summarise key drivers of CUK results and forecast performance.
- Design, build and maintain performance management reports, ensuring governance and compliance with business rules, and providing subject matter expertise to Finance and the wider business
- Use commercial acumen to develop ad-hoc CUK analysis, models and insights to support business decision making, working closely with finance to share insight and support the business
- Plan and prioritise own work, and that of the pool and wider finance, to ensure sufficient time for review with ELT, FLT and Managers in line with timetable
- Support and provide cover for assistant Analysts in the wider Reporting & Analytics Team
- Propose and implement continuous improvements within your area, including suggesting improvements to the functionality and capability of financial reporting systems, together with opportunities to standardise reporting and analytics
- Support wider finance initiatives and other business change projects as required

Health, Environment, Safety, Security (HESS) Responsibilities

- Lead by example by taking care of the health and safety of you and others
- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager
- Follow safety rules and procedures
- Use work equipment, personal protective equipment, substances, and safety devices correctly
- Take part in safety training & risk assessments and suggest ways of reducing risks
- Appoint shore side risk assessment Subject Matter Experts as required to review and approve risk assessments
- Actively promote safe working within your team and encourage safe behaviours
- Demonstrate safety leadership in accordance with our safety leadership behaviours

General Responsibilities

Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employee's control (list not exhaustive).

To undertake ad hoc duties as required.

Scope:**Problem solving:**

- Proactively and independently uses a variety of tools and methods to identify, analyse and understand the causes of problems and drivers of performance, escalating to management accordingly
- Supports in solving problems, making recommendations and applying own subject matter expert knowledge
- Presents findings & makes recommendations in a clear & concise way
- Process Development – takes existing processes and implements enhancement solutions, improving efficiency, control, visibility and insight
- Works with business partners and evaluates business benefits and knock-on effects of proposed change
- Takes ownership of agreed solutions and puts these into practice in line with expectations, following through to completion
- Supports performance discussions by demonstrating awareness of risks and opportunities
- Liaises with and considers corporate policies, CUK policies and accounting rules in problem solving. Consults with relevant subject matter experts

Impact:

- Adopts an inquisitive approach, showing an interest in the wider business
- Plans how to approach situations e.g. meetings and reviews, to make change happen
- Supports change – contributes to efficiency improvements, processes and system improvements in order to deliver greater efficiencies and implement change
- Builds relationships with stakeholders, tailoring approach to different audiences
- Delivers clear, accurate and timely reporting to enable insight and decision making, with emphasis on being right first time
- Responsive in a timely manner to adhoc requirements from the business and senior management

Leadership:

- No Direct reports
- Takes responsibility for own performance and personal development

Demonstrable Behaviours:**Self Mastery**

Is direct, truthful and widely trusted. Reflects on how their approach & behaviour impacts others. Learns from experience, feedback & takes action to continuously improve. Faces difficult issues and provides support and feedback to others to do the same.

Improve & Innovate

Makes progress & remains calm when facing uncertain situations. Seeks to understand both internal and external customer needs to inform actions. Identifies & implements useful ideas that are new, better and enhance guest or people experience. Takes creative ideas then puts them into practice.

Engage & Empower

Invites input & shares ownership and visibility. Seeks to understand different perspectives and cultures. Treats everyone as an individual, safeguards colleagues and teams Wellbeing. Coaches others & creates an environment where people do their best work.

Accountability & Commerciality

Displays a can do attitude in good and bad times. Follows through on commitments. Takes personal responsibility for decisions, actions and failures. Seeks to understand the commercial impact when making decisions.

Inspire & Achieve

Seeks to makes sense of complex situations. Keeps an eye on the future and identifies the impact on team. Communicates with energy and engages the team. Shows a clear connection between company goals and individual's aspirations & targets

Knowledge, Experience and Qualifications required:**Qualifications – essential:**

- Qualified accountant (CIMA/ACCA/ACA)

Knowledge/ Experience – essential:

- Competent with Microsoft Office

Qualifications – desirable:

- Educated to degree level

Knowledge/ Experience – desirable:

- Advanced excel skills

<ul style="list-style-type: none"> • Hyperion systems experience (or equivalent) • Experience in forecasting, planning and reporting • Self-motivated – delivers consistent performance • Clear and concise communicator – excellent verbal and written communication skills • Resilient – ability to work under pressure and meet deadlines • Control focus – self reviews own work 		<ul style="list-style-type: none"> • Experience in a reporting and analytics focused finance role 	
Issue Date:	March 2021	Issued by:	Helen Adams – Senior Director, Reporting & Analytics
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			Initials: SW