**SELWOOD LTD**

**POSITION DESCRIPTION: PRS Commercial Finance Analyst**

**LOCATION:** Chandlers Ford

**POSITION PURPOSE:** To support the PRS Business unit to deliver key value creation projects and act as the key contact between the PMO and BU stakeholders. Deliver high quality financial reporting and insights to the Senior Management Team and the Board whilst supporting the progress of the projects with commercial insight.

**RESPONSIBLE TO:** Director of Commercial Finance

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| **REGULAR CONTACTS:** | **External** | Business Consultants  Financial Auditors |
| **Internal** | UK Managing Director  Commercial Finance Director  Fleet Management Director  Operations Director  UK Solutions Director  PMO Team  Commercial Directors and Regional Managers  All Departmental Managers  Management Accountants  HR Team  Business Technology Department |

**MAIN RESPONSIBILITIES:**

* Provide financial analysis and feedback on projects being undertaken to the key stakeholders in the business unit
* Be the key commercial and financial contact and attend meetings with the Project Managers as required
* Be strategically minded ensuring project plans align with business objectives
* Develop dashboards to track progress, achieved efficiencies and value addition of the projects and report back to key stakeholders within the agreed timescales.
* Support budget and forecasting calculations with detailed analysis, providing feedback to key stakeholders as required.
* Adhere to strict timetabled deadlines and answer any questions that may arise from the reporting.
* Identify trends in financial data to aid commercial decision making and incorporate these into the projects undertaken
* Challenge results and investigate anomalies with internal stakeholders – look for ways to drive continuous improvement
* Work with the PRS Business Unit to drive excellence by highlighting any areas for reporting/modelling improvement and assist in resolving these.
* Assist with improving the impact and understanding of financial reporting on business performance by engaging, collaborating with and `influencing internal stakeholders on a regular basis.
* Build partnerships and strong relationships with all senior managers and provide financial insights, as required, to aid in commercial decision making.
* Assist in developing and reporting on current and new KPIs on a monthly and quarterly basis and investigate any significant variances to report back to management on.
* Assist with new business cases using best practice to ensure their viability against financial measures, including; Return on Invested Capital, ROIC, IRR, Cashflow, Interest Cover and Leverage, making comments and recommendations on the findings.
* Challenging current ways of working and look to drive efficiencies wherever possible and look to continuously improve working standards.
* Assist with year-end audit, ad-hoc projects, and any other finance tasks as required.
* The main responsibilities are outlined above. This is not a definitive list and other tasks/activities may be necessary as the Company’s commercial activities require.

**QUALIFICATIONS & EXPERIENCE:**

* Ideally 5+ years’ experience in a FP&A, Finance Analyst or Management Accounts position.
* Fully qualified CIMA/ACCA/ACA or qualified by experience.
* Computer literate. Able to analyse and manipulate data on Excel, using advanced formulas and features.
* Previous experience of Dynamics, Navision or Power BI would be advantageous.
* Strong analytical skills with the ability to undertake a range of complex financial and business modelling tasks.
* Strong ability to assess project performance, identify problems, and optimize operations for improved efficiency
* Good interpersonal and communication skills with the ability to work independently as well as part of a team.
* Experience in using initiative to resolve issues and queries, as and when they arrive and be confident and curious to find your own answers as needed.
* Attention to detail is critical to success in this role.
* Ability to produce accurate reports to specific deadlines.
* Ability to act proactively / be forward thinking whilst maintaining a methodical, attention to detail approach.
* Flexibility to support the business to get the job done understanding the requirements of all stakeholders.

Statutory Requirement: Each employee must ensure that all tasks are carried out within the Company’s Health and Safety Policy, and any relevant Codes of Practice, including COSHH sheets and other instructions, to minimise risk to themselves and other personnel and that good housekeeping applies at all times.