**WORKDRY LTD**

**POSITION DESCRIPTION: Group FP&A Analyst**

**LOCATION:** Chandlers Ford

**POSITION PURPOSE:** To support the Group and business units to deliver high quality financial reporting and insights to the Senior Management Team and the Board.

**RESPONSIBLE TO:** Group Senior Financial Analyst

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| **REGULAR CONTACTS:** | **External**  | Business ConsultantsFinancial Auditors |
| **Internal** | Group Managing DirectorGroup Technical Solutions Director Commercial Finance DirectorSHEQ Director & TeamFleet Support ManagersSales Managers and Sales TeamsAll Departmental ManagersManagement AccountantsHR TeamBusiness Technology DepartmentWorkdry Group Businesses, Pump Manufacturing & Siltbuster and Vanderkamp Ltd  |

**MAIN RESPONSIBILITIES:**

* Providing key weekly and monthly reporting, including; weekly revenue, monthly forecast and actual reports and KPI reporting to the Senior Management Team.
* Adhere to strict timetabled deadlines and answer any questions that may arise from the reporting.
* Update and maintain the monthly forecast and actual results using the main financial consolidation model and evolve it as and when necessary.
* Support with the maintenance and consolidation of the annual plan and associated reports, whilst generating new reports as required on request.
* Prepare the monthly results within the monthly timetable deadline, identifying trends and highlighting significant variances against the Business Unit/Group plans and prior forecasts.
* Working with the Business Units 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.
* In line with monthly reporting schedules, take accountability for reviewing results against plan in terms of performance and capital expenditure to ensure these are favourable. If findings are adverse then liaise with the associated budget owners to review, seek explanations and reasoning to feed back.
* 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.
* 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.