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| **ROLE Title:** | FINANCE ANALYST | **DAte:** | **MARCH 2024** |
| **GRADE:** | C | **Business Unit:** | FINANCE |
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| **Role** | **Key Responsibilities:** | **Skills / Knowledge / Experience/Qualifications:** | **Competencies / Values** |
| **Role Purpose**:A fast-paced role within the Operations Finance Team. Owning and managing the day-to-day financial performance of key Operations activity providing support, insight and challenge.**Role Dimension:****Financial*** Supporting with the completion of annual budgets, forecasts and supporting analysis
* Manage month end activity, including balance sheet ownership
* To drive the provision of full and accurate financial information
* Adhoc projects/analysis to support business objectives

**Reports to:** Senior Finance Business Partner Roadside**Operations Overview:** Manages the delivery of breakdowns from call to attendance. You’ll work with the finance business partner to provide insight on the financial drivers that influence both cost and service so that we can continue to provide exceptional service to our members | ***What the role must deliver:*****Understand the Group Strategic Plans & Priorities, and the specific short- and medium-term targets you are involved in influencing.****Commercial understanding of Roadside Operations, to aid decision making with emphasis on:*** Costs/cost optimisation, savings initiatives and key drivers
* Revenues and key drivers

**Support the business area in developing annual budgets and regular forecasting*** Costs, FTE, revenue, balance sheet & cash flow
* Supported by key cost drivers and operational KPIs
* Producing fully understood, monthly phased budgets with clear assumptions, as well as periodic reforecasts and weekly trading updates
* Clear understanding of KPIs and performance against these

**Effective and efficient accounting, producing timely and accurate reporting of financial performance*** Understanding of accounting policies, chart of accounts/cost centres/account codes, how numbers will be produced
* Monthly reporting of costs, revenue, balance sheet, cash flow
* Identify opportunities to add value through continuous focus on process enhancement
* Checking and challenging numbers
* Understand tax treatments
* Timely production of Group reports that are relevant and inform Business Leaders & Exec

**Support the provision of effective financial insight and performance improvement*** Provide effective financial insight, analysis and challenge
* Analyse results vs forecast/budget/prior years and understand performance drivers, providing variance analysis and commentary
* Understand and highlight cost drivers, under/over performance, trends and actions to drive improvement

**Ensure financial controls operate effectively*** Performing reconciliations / supporting reconciliation with operational activity, i.e. FTE/ hours to resourcing records.
* Timely, accurate month end cut-off

**Enforce standards and controls of Board, Group Finance and regulatory bodies*** Understand Board delegated authorities
* Ensure spend follows group processes, e.g. PO system
* Ensure compliance to RAC & accounting standards and governance, flagging risks as appropriate

**Deliver success through building and maintaining effective relationships and partnering disciplines** * Across all levels of Finance
* Across divisions, including senior management
* Cross business functions as required
* Legal, Tax, Audit, Compliance & Regulatory teams as required
 | **Skills:*** Strong financial control skills
* Analytical and financial modelling skill
* Strong communication skills with the ability to challenge constructively
* Excellent organisational skills with a hands-on approach and an eye for detail
* Ability to assimilate information and make decisions quickly
* Able to work to tight deadlines

**Qualifications:*** The ideal candidate will be ACA, CIMA or ACCA qualified accountant with post qualification experience
 | Need to exhibit behaviours consistent with RAC core values and competencies.* Achievement Drive – Level 4
* Commercial Awareness – Level 4
* Judgement & Decision-Making – Level 4
* Interpersonal & Influencing Skills – Level 4
* Continuous Improvement – Level 4
* Developing Self and Others – Level 4

**Handle it Together**I care about our impact on others and I do the right thing by acting with integrity and being fair  **Exceptional Service**I keep the best interests of our Customers and Colleagues at the heart of everything I do I go the extra mile to enhance our customer's experience **Raise the Bar**I'm driven and ambitious to be the best I can be and always look for ways to improve challenge myself and others to do better every time and set stretching targets **Own It**I lead by example – I do what I say I will and take ownership of issues |