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| **RAC ROLE PROFILE** |

**Title: Business Services Finance Analyst Reports to: Business Services Finance Manager**

**Business: Finance Location: Bescot Grade: C**

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| **Role Purpose**  Provision of full and accurate financial information, support, guidance, insight and challenge.  To work with the Finance Managers to drive the financial performance of key accounts within Business Roadside | **Accountabilities**  Understand the Group Strategy and Five-Year Plan, and the specific short- and medium-term targets you are involved in influencing  Effective and efficient accounting, producing timely and accurate numbers   * Understanding of accounting policies, chart of accounts/cost centres/account codes * Produce revenue, cost, balance sheet, cash flow for Partner accounts * Simplify processes * Checking and challenging * Understand tax treatments   For key account set responsibilities, support in development of annual financial budgets and forecasting   * Revenues, costs and profitability by partner * Supported by key revenue and cost drivers, and clear assumptions * Fully understood, monthly phased budgets and KPIs * Producing quarterly / ad hoc re-forecasts   Ensure financial controls operate effectively   * Performing reconciliations * Timely, accurate month end cut off   Support reporting of financial performance   * Monthly costs, revenues, balance sheet and cash flows * Timely production of Group reports that are relevant and inform business leaders & Exec * Effective communication of performance to enable understanding of reported results and impacts   Support the provision of effective financial insight, analysis and challenge   * Analyse results vs budget/prior years and understand performance drivers * Identify areas of under/over performance * Identify underlying performance * Assist in drawing out and highlighting trends   Enforce standards and controls of Board, Group Finance and regulatory bodies   * Understand Board delegated authorities * Ensure spend follows group processes * Ensure accounting standards are followed and adhered to, identifying risks as appropriate | **Qualifications, Skills, Specialist Knowledge & Experience**   * Strong Financial Modelling Skills * Strong Analytical skills * Good understanding of relevant commercial disciplines * Excellent organisational skills * Ability to assimilate information and make decisions quickly * Able to challenge constructively * Applies Big Picture View * Strong communication skills – written and verbal | **Competencies & Behaviours**  Need to exhibit behaviours consistent with RAC core values and competencies.  Key competencies:   * Achievement Drive – Level 4 * Commercial Awareness – Level 3 * Judgement & Decision-Making – Level 3 * Interpersonal & Influencing Skills – Level 3 * Continuous Improvement – Level 3 |