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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 influencingEffective 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
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