**ROLE PROFILE**

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| **Role Title** | **Commercial Finance Business Partner** | **Location** | **Whitchurch, Bristol** |
| **Business Unit** | **Commercial Finance** | **Job Family** |  |
| **Reports to Role Title** | **Commercial Finance Manager** | **Sub Family** |  |

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| **PURPOSE** | | | |
| * To business partner National Sales Directors and their sales management teams in all aspects of commercial analysis. * To proactively assessing the existing account base and form recommendations to continuously improve margins and efficiencies and to challenge stakeholders on commercial decisions as appropriate. * To provide, maintain and develop weekly and monthly KPI reporting to enable commercial decisions to be formed and direction given. * To work alongside the commercial team, assisting in the quarterly forecasting and budgeting process, with responsibility for creating and maintaining these models. | | | |
| **CORE ACCOUNTABILITIES** | | | |
| * Produce and analyse weekly and monthly Sales KPI reports to identify anomalies and formulate recommendations to improve profitability both at a customer and product sector level; provide commentary on National KPIs monthly. * Act as a Business Partner and provide financial support to National Sales Directors and their teams. * Assist the Commercial Finance Manager in the budgeting and forecasting processes, covering volume, sales, margin & distribution points by product sector. Contribute slide decks and commentary to budget/forecast presentations for senior leadership. * Maintain the Deal Evaluator models used for the commercial assessment of new and existing business, acting as a Business Partner to the salesforce providing commercial advice and facilitating decision making. * Attendance at monthly sales management exec meetings. Involves formal presentations and the interpretation and explanation of detailed information to Financial and Non-Financial staff. * Work cross-functionally to ensure all commercial elements of a deal are co-ordinated e.g. Legal, Credit Control, Marketing etc. * Interrogation of low margin products, trend analysis, gap analysis & account churn, identifying business trends and providing solutions to drive profitability. * Cross functional project work. | | | |
| **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** | | | |
| **Internal:**   * Commercial Finance Manager * Senior Sales Force – Channel Directors, Business Managers, and Senior Sales Staff * Wider Commercial Finance team * Wider finance team – data teams, credit control, financial reporting * Legal department   **External:**   * N/A | | | |
| **KNOWLEDGE/ EXPERIENCE/ SKILLS** | | | |
| Functional  • Business partner, Evolving: Uses knowledge to contribute to the decision making process  • Business Analysis, Evolving: Able to identify business issues  • Modelling: Able to model and manipulate data to provide information to business the experience matters  Behavioural  • Leadership, Evolving: Ability to lead cross functional teams to achieve common objectives  • Influences, Foundational: Explains the benefits to others of actions etc from their point of view and persuades them to a specific course of action.  • Networking, Foundational: Uses interpersonal skills to build credible relationships | | | |
| **PROFESSIONAL QUALIFICATIONS & EDUCATION** | | | |
| **Essential:**   * Graduate calibre * Qualified accountant * Previous analyst experience (c 2 years), dealing with all levels of an organisation * Intermediate/Advanced Excel Skills   **Preferred:**   * UK Driving licence | | | |
| **TECHNICAL/ BEHAVIOURAL/ PERSONAL COMPETENCIES** | | | |
| **Essential:**  **Preferred:** | | | |
| **BUSINESS SPECIFIC REQUIREMENTS (Optional Section)** | | | |
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| **OPERATING ENVIRONMENT & CONTEXT:**  **TRAVEL & OTHER REQUIREMENTS**  Expect to travel to sales team meetings bi-monthly | | | |
| **ROLE DIMENSIONS** | | | |
| No of Direct Reports | 0 | Financial Impact (Direct) |  |
| Total Team Size |  | Financial Impact (Indirect) |  |
| No of Locations | Any UK office location | Other/ People Manager (yes/ no) |  |

Back Office Use only:

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| **Job Code** |  | **Reward Level** |  | **TW Grade** |  |
| **Salary Survey Ref** |  | **Career Level** |  | **Date Created** |  |
| **Salary Min** |  | **Salary Mid** |  | **Salary Max** |  |