**ROLE PROFILE**

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

|  |
| --- |
| **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 mattersBehavioural• 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)** |
|  |
| **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:

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